

DR PIXLEY KA ISAKA SEME
LOCAL MUNICIPALITY

SERVICE DELIVERY AND
BUDGET IMPLEMENTATION
PLAN (SDBIP) 2018-2019



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Glossary

%	Percentage
AFS	Annual Financial Statements
AG	Auditor-General
COGTA	Department of Co-operative Governance and Traditional Affairs
FMPPi	Framework for Managing Programme Performance Information
ICT	Information and Communication Technology
IDP	Integrated Development Plan
IMSP	Integrated Municipal Support Plan
KM	Kilometer
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
LGSETA	Local Government Sectoral Education and Training Authority
LLF	Local Labour Forum
MEC	Member of the Executive Committee
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003)
MIG	Municipal Infrastructure Grant
MSA	Local Government: Municipal Systems Act, 2000 (Act No ?? of 2000)
MTEF	Medium Term Expenditure Framework
MTREF	Medium Term Revenue and Expenditure Framework
NT	National Treasury
PD	Planning and Development
PMS	Performance Management System
PMF	Performance Management Framework
PMU	Project Management Unit
PT	Provincial Treasury
S57	Section 57 of the Local Government: Municipal Systems Act, 2000
S52,71&S72	Section 51,71&72 of the Local Government: Municipal Finance Management Act, 2003
SALGBC	South African Local Government Bargaining Council
SCM	Supply Chain Management
SDBIP	Service Delivery and Budget Implementation Plan
SLA	Service Level Agreement
Strat Plan	Strategic Planning
WSP	Workplace Skills Plan

1. Vision

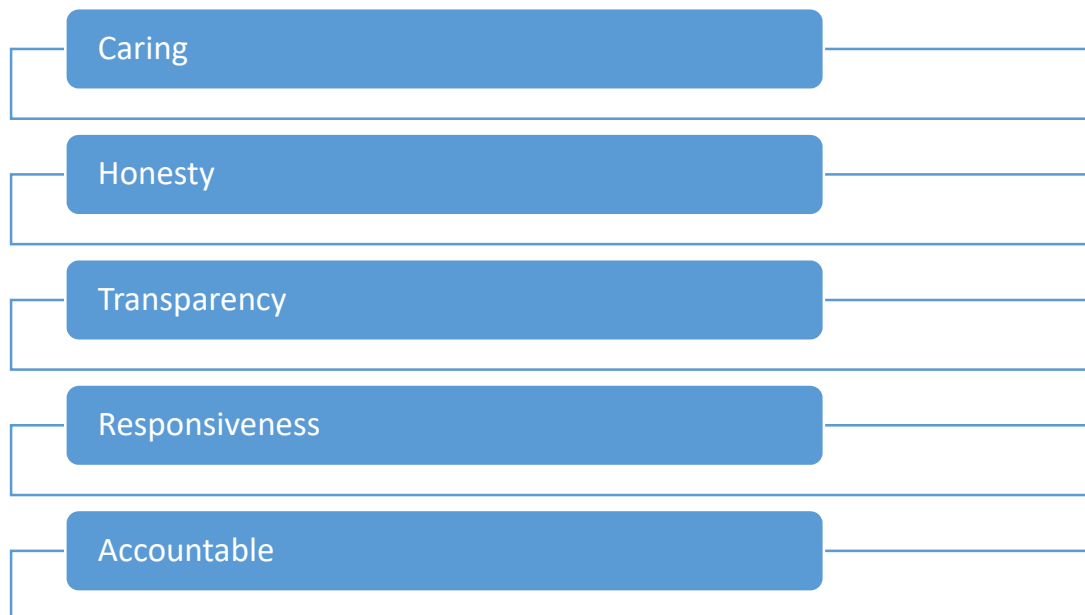
A credible, customer friendly and well developed Municipality

2. Mission

To deliver quality services, in accordance with our Integrated Development Plan. This will be achieved through community participation, skilled and motivated staff, rapid economic development and a tourism friendly environment

3. Values

The Core Values of Dr. Pixley Ka Isaka Seme Local Municipality are as follows:



4. Purpose of the SDBIP

The Service Delivery and Budget Implementation Plan (SDBIP) 2018-2019 is a detailed plan for implementing the delivery of services and the budget for the 2018-2019 financial year according to the Local Government: Municipal Finance Management Act (The MFMA), 2003 (Act No 56 of 2003). It is based on the Council approved revised IDP and MTREF. The SDBIP therefore serves as a contract between the Administration, Council and the community expressing the goals and objectives set by the Council as quantifiable outcomes that can be implemented by the Administration over the next twelve months. The SDBIP facilitates the process of holding management accountable for their performance. It provides the basis for measuring performance in the delivery of services. The MFMA, 2003 (Act No 56 of 2003) requires the following to be included in the SDBIP of a municipality:

- 1.1 Monthly projections of revenue to be collected for each source;
- 1.2 Monthly projections of expenditure (operating and capital) and revenue for each vote;

- 1.3 Quarterly projections of service delivery targets and performance for each vote
- 1.4 Ward information for expenditure and service delivery;
- 1.5 Detailed capital works plan allocated by ward over three years.

5. Legislative requirements

The MFMA, 2003 (Act No 56 of 2003) prescribes that each municipality must compile a SDBIP. The mayor of the municipality is required to approve the SDBIP within 28 days after the approval of the budget and table the same at a municipal council meeting, and make the document public no later than 14 days after approval of the information.

6. Other guidelines

The National Treasury (NT) MFMA Circular No 13 further states that the SDBIP is a layered plan - once the top layer targets have been set, as in this document, the various departments of the municipality develop the next lower level. Furthermore, this SDBIP has been prepared in line with National Treasury Framework for managing Programme Performance Information (FMPPi).

7. Key Performance Areas

The organisation of the SDBIP is in terms of the following prescribed Key Performance Areas (KPA's):

- 7.1 Municipal Transformation and Organisational Development;
- 7.2 Basic Service Delivery;
- 7.3 Local Economic Development;
- 7.4 Municipal Financial Viability and Management;
- 7.5 Good Governance and Public Participation; and
- 7.6 Spatial Planning.

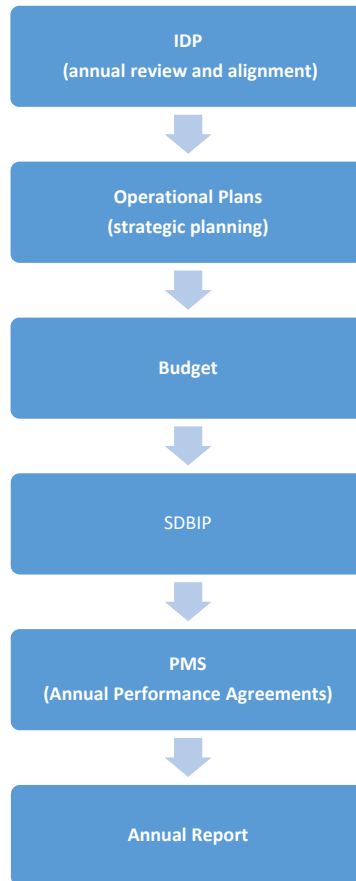
8. The context of the SDBIP

The Integrated Development Planning (IDP) process, SDBIP and the Performance Management Process should appear to be seamlessly integrated into the Strategic Scorecard. The IDP fulfils the planning stage of performance management and the SDBIP the operational execution thereof.

The following key factors were taken into accounting when setting up the IDP process:

- 8.1 An assessment of developmental needs in the municipal area, identifying service delivery and development challenges which would then fall under the customer/community perspective;
- 8.2 A set of delivery priorities and objectives, based on identified needs, achievable in the current term of office, that would contribute significantly to the achievement of the developmental needs for the area;
- 8.3 A set of internal priorities and objectives, whose achievement would enable the delivery and the realisation of the development needs of the community which jointly fall under customer/community perspective
- 8.4 Additional projects identified in contributing to the achievement of the above objectives;
- 8.5 A financial plan and medium term income and expenditure framework that is aligned to the priorities of the municipality, and
- 8.6 A spatial development framework.

The following figure illustrates the link between the IDP and annual report in the following sequential order from the IDP, strategic planning, budget, SDBIP, PMS up to the annual report:



9. Performance Management System

Beyond the need to comply with legislative requirements, the municipality requires a performance management system as the primary mechanism to plan for performance management and monitor, review and improve the implementation of the municipality's IDP.

The overall objectives of implementing and sustaining an effective Individual Performance Management System are:

- 9.1 To build human capital at strategic and operational levels throughout the municipality;
- 9.2 To build organisational capital in line with the vision and mission of the municipality;
- 9.3 To cascade PMS to lower levels;
- 9.4 To recognize and reward performance of all employees; and
- 9.5 To monitor and measure performance against set targeted outputs.

10. Outer Year Capital Projects

The following capital projects are planned for the next two outer MTREF years (2019-2020 and 2020-2021). All capital projects planned for the current reporting period (2018-2019) are already incorporated onto the Key Performance Indicators (KPIs) and targets for the year as detailed in Annexure A below:

No	Project Name	Name of Ward	Year		Budget R
			2019-2020	2020-2021	
1.	Construction of Toilet Top Structures in rural areas	4,5,6,7,8&10	✓	✓	4 500 000
2.	Replacement of AC Pipes in Vukuzakhe	1		✓	2 000 000
3.	House Connections in Daggakraal Hlanganani Sinqobile	9	✓	✓	3 000 000
4.	Reticulation Network in Perdekop	6		✓	2 000 000
5.	Construction of Toilet Top Structures	9	✓	✓	1 118 333
6.	Construction of Toilet Top Structures	10	✓	✓	1 118 333
7.	Construction of Toilet Top Structures	11	✓	✓	1 118 333
8.	Construction of paved roads	1		✓	1 118 333
9.	Provision of water to supply Bethamoya Village	10		✓	2 196 450
10.	Construction of water reticulation with house connection	1	✓		1 116 667
11.	Construction of water reticulation with house connection	2	✓		1 116 667
12.	Construction of water reticulation with house connection	3	✓		1 116 667
13.	Number of households to be electrified	1,3&11	✓		5 120 000
14.	Number of households to be electrified	1,3&11		✓	9 600 000
15.	Installation of high mast lights	7,8,9,10&11	✓	✓	4 694 919
16.	Development of sport facilities	5&6		✓	1 250 000
17.	Development of sport facilities	7&8		✓	1 250 000
18.	Fencing of Cemeteries	3		✓	500 000
Total					43 934 704

11. Capital Works Plan 2018/2019

Project Name	Ward	Capital Budget
		2018/2019 FY
Development and refurbishment of sport facilities in ward 2 and 8	2 and 8	R1 858 200.00
Construction of water and sewer reticulation with house connection in ward 1	1	R2 280 000.00
Construction of water and sewer reticulation with house connection in ward 2	2	R2 280 000.00
Construction of water and sewer reticulation with house connection in ward 3	3	R2 280 000.00
Construction of sewer reticulation networks in Wakkerstroom ward 5	5	R2 280 000.00
Construction of water and toilets top structures in Daggakraal, Hlanganani and sinqobile	9	R2 280 000.00
Construction of water and toilets top structures in Daggakraal, Hlanganani and sinqobile	10	R2 280 000.00
Construction of water and toilets top structures in Daggakraal, Hlanganani and sinqobile	11	R2 280 000.00
Construction of water and sewer reticulation networks with toilet top structures in Perdekop	6	R2 280 000.00
Construction of water and sewer reticulation networks with toilet top structures in Ezamokuhle	7 and 8	R4 560 000.00
Total on Projects		R24 658 200.00
PMU Administrative costs and operations		R1 297 800.00
Total MIG Allocation		R25 956 000.00

Project Name	Ward	Total Project Amount	INEP registered funds
Electrification of 445 House hold within Dr Pixley Ka Isaka Seme Local municipality (Phase 5)	1, 3 and 11	R7 310 055.16	R7 310 055.16
Construction of a 10MVA 88/11KV substation in Vukuzakhe ward 1	1	R5 065 444.84	R5 065 444.84
Total INEP Allocation			R12 375 500.00

Project Name	Ward	Total Project Amount
Paving of roads in Volksrust ward 4	4	R3 000 000.00
Total Internal Allocation		R3 000 000.00

Project Name	Ward	Total Project Amount	WSIG registered funds
Refurbishment and Upgrading of the 5ML WWTW in Volksrust	4	R16 525 000.00	R16 525 000.00
Construction of a 35km bulk pipeline from Wakkerstoom to Volksrust and construction of a 5ML reservoir in Vukuzakhe with the upgrading of the WTW and raw water extractio pipeline	1,2,3,4 and 5	R13 475 000.00	R13 475 000.00
Total WSIG (Water Services Infrastructure Grant) Allocation			R30 000 000.00

12. Financial Plan

MP304 Pixley Ka Seme (MP) - Table A1 Budget Summary										
Description	2014/15	2015/16	2016/17	Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
<u>Financial Performance</u>										
Property rates	30 129	33 060	36 068	45 081	45 081	45 081	36 068	47 921	50 988	54 302
Service charges	93 140	91 289	95 103	107 656	107 656	107 656	95 103	114 728	122 323	126 147
Investment revenue	3 097	5 634	5 343	4 241	4 241	4 241	5 343	4 474	4 720	4 980
Transfers recognised - operational	112 942	96 272	95 291	101 168	101 168	101 168	95 291	110 596	161 372	130 117
Other own revenue	23 512	34 014	47 275	38 605	39 355	39 355	47 275	42 504	45 170	48 035
Total Revenue (excluding capital transfers and contributions)	262 821	260 269	279 079	296 750	297 500	297 500	279 079	320 222	384 573	363 580
Employee costs	71 040	67 112	69 387	88 299	88 299	88 299	69 387	94 656	101 471	108 777
Remuneration of councillors	6 982	7 464	7 584	8 193	8 400	8 400	7 584	9 056	9 762	10 523
Depreciation & asset impairment	33 947	28 701	26 641	37 214	37 214	37 214	26 641	41 000	41 000	41 000
Finance charges	345	398	2 614	–	–	–	2 614	–	–	–
Materials and bulk purchases	58 896	79 099	70 610	78 811	78 831	78 831	70 610	84 057	89 663	95 678
Transfers and grants	–	1 634	3 950	6 334	6 334	6 334	3 950	6 733	7 164	7 630

Other expenditure	169 269	69 372	96 667	88 272	88 044	88 044	96 667	124 493	127 532	130 817
Total Expenditure	340 478	253 781	277 454	307 123	307 123	307 123	277 454	359 995	376 593	394 425
Surplus/(Deficit)	(77 657)	6 488	1 626	(10 373)	(9 623)	(9 623)	1 625	(39 773)	7 980	(30 845)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	–	32 837	32 086	44 930	44 930	44 930	32 086	68 331	107 624	316 770
Surplus/(Deficit) after capital transfers & contributions	(77 657)	39 324	33 712	34 557	35 307	35 307	33 711	28 558	115 604	285 925
Surplus/(Deficit) for the year	(77 657)	39 324	33 712	34 557	35 307	35 307	33 711	28 558	115 604	285 925
<u>Capital expenditure & funds sources</u>										
Capital expenditure	33 677	44 640	23 213	46 430	50 838	50 838	23 213	84 431	81 133	86 198
Transfers recognised - capital	32 951	44 640	23 213	46 430	50 838	50 838	23 213	68 331	81 133	86 198
Internally generated funds	726	–	–	–	–	–	–	16 100	–	–
Total sources of capital funds	33 677	44 640	23 213	46 430	50 838	50 838	23 213	84 431	81 133	86 198
<u>Financial position</u>										
Total current assets	103 457	167 662	182 512	114 329	114 329	114 329	182 512	121 531	129 309	137 715
Total non current assets	718 136	716 693	713 420	838 464	838 464	838 464	713 420	891 287	948 330	1 009 971
Total current liabilities	44 378	56 143	46 057	38 100	38 100	38 100	46 057	40 501	43 093	45 894
Total non current liabilities	115 391	127 063	124 680	121 226	121 226	121 226	124 680	128 863	137 110	146 023
Community wealth/Equity	661 825	701 149	725 195	793 466	793 466	793 466	725 195	843 455	897 436	955 769
<u>Cash flows</u>										
Net cash from (used) operating	7 063	55 831	40 081	43 688	43 688	43 688	50 022	110 388	109 056	28 562

Net cash from (used) investing	1									
	807	(28 344)	(36 521)	(44 930)	(52 588)	(52 588)	(52 588)	(82 831)	(58 731)	(62 548)
Cash/cash equivalents at the year end	55 468	82 887	86 372	81 645	77 472	77 472	80 321	119 370	169 695	135 709
<u>Cash backing/surplus reconciliation</u>										
Cash and investments available	56 116	83 626	87 079	52 001	52 001	52 001	87 079	55 277	58 815	62 637
Application of cash and investments	8									
	311	(9 416)	(31 764)	(16 332)	(16 332)	(16 332)	(12 276)	(30 717)	(32 714)	(34 537)
Balance - surplus (shortfall)	47 806	93 042	118 843	68 333	68 333	68 333	99 355	85 994	91 529	97 174
<u>Asset management</u>										
Asset register summary (WDV)	717 876	716 693	–	904 986	904 986	904 986		962 000	1 023 568	1 090 100
Depreciation	–	–	–	–	37 214	37 214		39 559	42 090	44 826
Repairs and Maintenance	–	–	–	–	17 613	17 613		18 247	19 415	20 677
Sanitation/sewerage:	2	–	–	–	–	–	–	–	–	–
Energy:	1	8	–	–	–	–	–	–	–	–
Refuse:	8	8	–	–	–	–	–	–	–	–

MP304 Pixley Ka Seme (MP) - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)									
Functional Classification Description	2014/15	2015/16	2016/17	Current Year 2017/18			2018/19 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
<u>Revenue - Functional</u>									
<i>Governance and administration</i>	134 585	161 541	176 217	174 793	175 543	175 543	182 091	193 745	206 338
Executive and council	82 008	92 281	96 180	96 524	96 524	96 524	98 094	104 372	111 156
Finance and administration	52 577	69 260	80 037	78 268	79 019	79 019	83 997	89 373	95 182
<i>Community and public safety</i>	6 859	5 929	22	2 613	2 613	2 613	2 777	2 955	3 147
Community and social services	93	85	22	92	92	92	98	104	111
Sport and recreation	8	12	–	2 521	2 521	2 521	2 680	2 851	3 037
Public safety	6 757	5 832	–	–	–	–	–	–	–
<i>Economic and environmental services</i>	923	19 989	6 051	13 430	13 429	13 429	14 275	15 189	16 176
Planning and development	–	–	–	1 641	1 641	1 641	1 745	1 856	1 977
Road transport	923	19 989	6 051	11 789	11 788	11 788	12 531	13 333	14 200
<i>Trading services</i>	120 454	105 647	128 875	150 845	150 845	150 845	164 859	175 410	186 812
Energy sources	47 489	57 115	54 813	71 833	71 833	71 833	76 359	81 246	86 527
Water management	32 688	26 641	51 255	42 972	42 972	42 972	45 680	48 603	51 762

Waste water management	29 795	12 149	13 086	25 820	25 820	25 820	27 472	29 231	31 131
Waste management	10 481	9 742	9 722	10 219	10 219	10 219	15 348	16 330	17 392
Total Revenue - Functional	262 820	293 106	311 165	341 680	342 430	342 430	364 003	387 299	412 474
<u>Expenditure - Functional</u>									
<i>Governance and administration</i>	141 972	106 864	136 428	85 819	86 823	86 823	93 023	97 433	103 742
Executive and council	23 921	26 973	21 037	22 894	22 894	22 894	24 466	24 489	26 056
Finance and administration	118 051	79 891	115 391	48 433	63 928	63 928	68 557	72 944	77 686
Internal audit	–	–	–	14 492	–	–	–	–	–
<i>Community and public safety</i>	27 311	11 594	21 544	42 769	13 519	13 519	15 935	16 955	18 057
Community and social services	11 522	6 293	10 162	6 031	6 031	6 031	5 467	5 817	6 195
Sport and recreation	–	–	7 305	5 067	5 067	5 067	5 418	5 765	6 139
Public safety	15 789	5 301	4 077	31 671	2 421	2 421	5 050	5 373	5 723
<i>Economic and environmental services</i>	10 422	13 553	17 759	10 643	38 890	38 890	39 342	41 860	44 581
Planning and development	2 942	1 586	1 440	2 138	28 147	28 147	2 152	2 290	2 439
Road transport	7 481	11 967	16 318	8 506	10 743	10 743	37 190	39 570	42 142
<i>Trading services</i>	160 773	121 771	101 723	167 892	167 892	167 892	178 172	189 575	201 897
Energy sources	69 749	52 750	55 710	87 909	87 909	87 909	93 278	99 248	105 699
Water management	64 305	37 493	25 214	44 682	44 682	44 682	46 566	49 546	52 767

Waste water management	16 823	12 521	10 390	13 440	13 440	13 440	14 286	15 201	16 189
Waste management	9 896	19 007	10 409	21 860	21 860	21 860	24 041	25 580	27 243
Total Expenditure - Functional	340 478	253 781	277 454	307 123	307 123	307 123	326 472	345 824	368 278
Surplus/(Deficit) for the year	(77 657)	39 324	33 711	34 557	35 307	35 307	37 531	41 476	44 196

MP304 Pixley Ka Seme (MP) - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)									
Vote Description	2014/15	2015/16	2016/17	Current Year 2017/18			2018/19 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
<u>Revenue by Vote</u>									
Vote 1 - EXECUTIVE COUNCIL	81 610	91 200	96 180	96 524	96 524	96 524	102 605	109 172	116 268
Vote 2 - BUDGET & TREASURY	51 260	67 275	80 030	78 253	79 003	79 003	83 980	89 355	95 163
Vote 3 - CORPORATE SERVICES	10	1 821	7	16	16	16	17	18	19
Vote 5 - COMMUNITY & SOCIAL SERVICES	5 989	85	22	92	92	92	98	104	111
Vote 6 - PUBLIC SAFETY	7 021	39 401	356	10 788	10 788	10 788	11 468	12 202	12 995
Vote 7 - SPORTS & RECREATION	8	12	–	2 521	2 521	2 521	2 680	2 851	3 037
Vote 8 - TECHNICAL SERVICES	22 342	327	5 695	2 641	2 641	2 641	2 808	2 987	3 181
Vote 9 - WASTE MANAGEMENT	10 481	10 076	9 722	10 219	10 219	10 219	10 863	11 558	12 310
Vote 10 - WASTE WATER MANAGEMENT	11 515	12 729	13 086	25 820	25 820	25 820	27 447	29 203	31 101
Vote 11 - WATER	30 380	23 482	51 255	42 972	42 972	42 972	45 680	48 603	51 762
Vote 12 - ELECTRICITY	42 203	46 695	54 813	71 833	71 833	71 833	76 359	81 246	86 527
Total Revenue by Vote	262 821	293 106	311 165	341 680	342 430	342 430	364 003	387 299	412 474
<u>Expenditure by Vote to be appropriated</u>									
Vote 1 - EXECUTIVE COUNCIL	23 891	21 315	21 037	22 894	23 016	23 016	24 466	24 489	26 056
Vote 2 - BUDGET & TREASURY	114 916	62 942	82 755	48 433	49 492	49 492	52 610	55 978	59 616
Vote 3 - CORPORATE SERVICES	16 976	14 653	32 637	14 492	15 001	15 001	15 946	16 967	18 070
Vote 4 - PLANNING AND DEVELOPMENT	1 407	1 541	1 440	2 138	2 025	2 025	2 152	2 290	2 439

Vote 5 - COMMUNITY & SOCIAL SERVICES	7 378	6 264	10 162	6 031	5 143	5 143	5 467	5 817	6 195
Vote 6 - PUBLIC SAFETY	9 211	8 833	10 121	13 163	13 383	13 383	14 226	15 136	16 120
Vote 7 - SPORTS & RECREATION	6 799	7 272	7 305	5 067	5 097	5 097	5 418	5 765	6 139
Vote 8 - TECHNICAL SERVICES	9 517	13 481	10 274	27 013	26 354	26 354	28 014	29 807	31 745
Vote 9 - WASTE MANAGEMENT	10 854	10 355	10 409	21 860	22 616	22 616	24 041	25 580	27 243
Vote 10 - WASTE WATER MANAGEMENT	21 171	12 591	10 390	13 440	13 440	13 440	14 286	15 201	16 189
Vote 11 - WATER	75 820	40 213	25 214	44 682	43 806	43 806	46 566	49 546	52 767
Vote 12 - ELECTRICITY	42 538	54 321	55 710	87 909	87 750	87 750	93 278	99 248	105 699
Total Expenditure by Vote	340 478	253 781	277 454	307 123	307 123	307 123	326 472	345 824	368 278
Surplus/(Deficit) for the year	(77 657)	39 324	33 711	34 557	35 307	35 307	37 531	41 476	44 196

MP304 Pixley Ka Seme (MP) - Table A6 Budgeted Financial Position										
Description	2014/15	2015/16	2016/17	Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
ASSETS										
Current assets										
Cash	56 116	82 887	87 079	47 501	47 501	47 501	87 079	50 493	53 725	57 217
Call investment deposits	–	739	–	4 500	4 500	4 500	–	4 784	5 090	5 420
Consumer debtors	42 763	79 796	88 880	61 279	61 279	61 279	88 880	65 140	69 309	73 814
Other debtors	2 977	3 255	3 858				3 858			
Inventory	1 600	986	2 695	1 049	1 049	1 049	2 695	1 115	1 186	1 263
Total current assets	103 457	167 662	182 512	114 329	114 329	114 329	182 512	121 531	129 309	137 715
Non current assets										
Investment property	110 109	108 934	109 478	116 715	116 715	116 715	109 478	124 068	132 008	140 589
Property, plant and equipment	607 178	603 998	600 456	721 278	721 278	721 278	600 456	766 719	815 789	868 815
Intangible	850	274		471	471	471		500	532	567
Other non-current assets		3 486	3 486				3 486			
Total non current assets	718 136	716 693	713 420	838 464	838 464	838 464	713 420	891 287	948 330	1 009 971
TOTAL ASSETS	821 593	884 355	895 932	952 793	952 793	952 793	895 932	1 012 819	1 077 639	1 147 686
LIABILITIES										

Current liabilities										
Borrowing	130	73	–	–	–	–	–	–	–	–
Consumer deposits	1 629	1 627	1 664	1 778	1 778	1 778	1 664	1 890	2 011	2 142
Trade and other payables	37 817	54 051	43 775	17 772	17 772	17 772	43 775	18 892	20 101	21 407
Provisions	4 802	391	618	18 550	18 550	18 550	618	19 719	20 981	22 344
Total current liabilities	44 378	56 143	46 057	38 100	38 100	38 100	46 057	40 501	43 093	45 894
Non current liabilities										
Provisions	115 391	127 063	124 680	121 226	121 226	121 226	124 680	128 863	137 110	146 023
Total non current liabilities	115 391	127 063	124 680	121 226	121 226	121 226	124 680	128 863	137 110	146 023
TOTAL LIABILITIES	159 768	183 206	170 736	159 326	159 326	159 326	170 736	169 364	180 203	191 916
NET ASSETS	661 825	701 149	725 195	793 466	793 466	793 466	725 195	843 455	897 436	955 769
COMMUNITY WEALTH/EQUITY										
Accumulated Surplus/(Deficit)	661 825	701 149	725 195	793 466	793 466	793 466	725 195	843 455	897 436	955 769
TOTAL COMMUNITY WEALTH/EQUITY	661 825	701 149	725 195	793 466	793 466	793 466	725 195	843 455	897 436	955 769

MP304 Pixley Ka Seme (MP) - Table A7 Budgeted Cash Flows

Description	2014/15	2015/16	2016/17	Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates	17 164	19 544	27 051	24 794	24 794	24 794	24 794	26 356	28 043	29 866
Service charges	49 166	65 382	92 561	68 509	68 509	68 509	68 509	114 728	122 323	126 147
Other revenue	20 045	22 592	23 899	13 184	13 184	13 184	13 184	14 014	14 911	15 880
Government - operating	110 587	96 303	91 980	99 771	99 771	99 771	99 771	107 531	116 923	26 710
Government - capital	(29 993)	38 785	32 086	44 930	44 930	44 930	44 930	68 331	61 544	67 317
Interest	4 832	7 231	8 426	18 222	18 222	18 222	18 222	19 370	20 610	21 950
Public contributions and donations			4 200					–	–	–
Payments										
Suppliers and employees	(164 738)	(194 006)	(209 140)	(219 388)	(219 388)	(219 388)	(219 388)	(233 210)	(248 135)	(264 264)
Finance charges			(75)					–	–	(52 000)
Transfers and Grants				(6 334)	(6 334)	(6 334)		(6 733)	(7 164)	(43 044)
NET CASH FROM/(USED) OPERATING ACTIVITIES	7 063	55 831	40 081	43 688	43 688	43 688	50 022	110 388	109 056	28 562
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE	1 807				750	750	750	1 500	1 596	1 700
Payments										
Capital assets		(28 344)	(36 521)	(44 930)	(53 338)	(53 338)	(53 338)	(84 331)	(60 327)	(64 248)
NET CASH FROM/(USED) INVESTING ACTIVITIES	1 807	(28 344)	(36 521)	(44 930)	(52 588)	(52 588)	(52 588)	(82 831)	(58 731)	(62 548)

CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts	–	–	–	–	–	–	–	–	–	–
Payments	–	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	–	–	–	–	–	–	–	–	–
NET INCREASE/ (DECREASE) IN CASH HELD	8 871	27 487	3 485	(1 242)	(8 900)	(8 900)	(2 566)	27 557	50 325	(33 986)
Cash/cash equivalents at the year begin:	46 598	55 400	82 887	82 887	86 372	86 372	82 887	91 813	119 370	169 695
Cash/cash equivalents at the year end:	55 468	82 887	86 372	81 645	77 472	77 472	80 321	119 370	169 695	135 709

Annexure A: Detailed Strategic Objectives, Key Performance Indicators and Targets

DEPARTMENT CORPORATE SERVICES									
HIGH-LEVEL 2018/2019 SDBIP									
KPA 1: Municipal Transformation & Institutional Development									
STRATEGIC OBJECTIVE: To provide effective, efficient and transformed human resources									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
MUNICIPAL ADMINISTRATION & SECRETARIAT									
1	Number of Oversight reports i.r.o the Annual Report adopted by Council	1 x approved oversight report i.r.o. the 2017/18 Annual Report	MPAC Minutes Council resolution Oversight report	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	1 x Oversight report on the 2017/18 Annual Report to be approved by Council by the end of March 2019	N/A
2	Number of progress reports to Council on the implementation of Council Resolutions	4 x progress reports submitted to Council	4 x progress reports to Council on the implementation of Council Resolutions. 4 x Council resolutions.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Quarter 4 progress report to Council on the implementation of Council Resolutions	1 x Quarter 1 progress report to Council on the implementation of Council Resolutions	1 x Quarter 2 progress report to Council on the implementation of Council Resolutions	1 x Quarter 3 progress report to Council on the implementation of Council Resolutions
ICT & IT									
3	Number of new approved ICT Strategies	1 x approved ICT Strategy	1 x approved ICT-strategy. Council resolution.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit draft strategy to Council for noting	Submit ICT Strategy to Policies and Bylaws Committee for consideration	Submit report to Council for approval of ICT Strategy	N/A
LEGAL SERVICES									
4	Number of quarterly reports on litigation cases attended to	4 x quarterly reports to Council on litigation cases attended to	Quarterly Progress Reports to Council. Council resolution.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Quarter 4 report to Council on litigation cases attended to.	1 x Quarter 1 report to Council on litigation cases attended to.	1 x Quarter 2 report to Council on litigation cases attended to.	1 x Quarter 3 report to Council on litigation cases attended to.
5	Number of by-laws to be promulgated	2 x by-laws to be promulgated: Traffic By-law and Street Trading By-law	Council Resolution. Provincial Gazette	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Traffic By-law to be approved by Council. Street Trading By-law to be submitted to Council for noting.	Traffic By-law to be promulgated. Street Trading By-law to be submitted to Policy- and By-Laws Committee.	Street Trading By-law to be advertised for public comments	Street Trading By-law to be submitted to Council for approval and promulgation.
6	Number of approved policies to be reviewed.	3 x reviewed policies: Vehicle policy IT Back-up policy Customer Care Policy	Approved Vehicle policy and IT Back-up policy and Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit Vehicle policy and IT Back-up Policy to Portfolio Committee and to Council for noting.	Submit Vehicle Policy and IT Back-up Policy to the Policy- and By-laws Committee	Vehicle Policy and IT Back-up policy to Council for approval	N/A
7	Number of new policies to be drafted and approved	1 x approved PMS policy	Approved policy and Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Draft PMS Policy	Submit PMS Policy to Council for noting	Submit PMS Policy to the policy- and By-laws Committee and to Council for approval	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
LEGAL SERVICES									
8	Number of financial / budget related policies to be reviewed	12 x financial/budget related policies to be reviewed: Asset Management; Budget; Budget Virement; Cash Management & Investment; Credit Control & Debt Collection; Indigent; Petty Cash; Property Rates; Provision for Doubtful Debt & Debt Write-off; Supply Chain Management; Annexure to the Supply Chain Management Policy; Tariff Policy.	Attendance register of consultation. Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Review of 12 x financial/budget related policies: Asset Management; Budget; Budget Virement; Cash Management & Investment; Credit Control & Debt Collection; Indigent; Petty Cash; Property Rates; Provision for Doubtful Debt & Debt Write-off; Supply Chain Management; Annexure to the Supply Chain Management Policy; Tariff Policy. Submission to Council for approval.	N/A
HUMAN RESOURCES									
9	Number of quarterly reports to Council on Disciplinary cases attended to	4 x quarterly reports on disciplinary cases attended to	Quarterly report. Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Quarter 4 progress report to be submitted to Council	Quarter 1 progress report to be submitted to Council	Quarter 2 progress report to be submitted to Council	Quarter 3 progress report to be submitted to Council
10	Number of Local Labour Forum (LLF) meetings held	4 x LLF sittings held	Minutes Attendance Registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x LLF Sitting	1 x LLF Sitting	1 x LLF Sitting	1 x LLF Sitting
11	Number of effective sittings of the OHS Committee	4 x OHS Committee meetings held	Minutes of the OHS Committee Attendance Registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x OHS Committee Meeting	1 x OHS Committee Meeting	1 x OHS Committee Meeting	1 x OHS Committee Meeting
12	Number of OHS Inspection reports submitted	4x OHS inspection reports submitted to OHS Committee	OHS Inspection reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Quarter 4 progress report of OHS inspections submitted to OHS Committee	Quarter 1 progress report of OHS inspections submitted to OHS Committee	Quarter 2 progress report of OHS inspections submitted to OHS Committee	Quarter 3 progress report of OHS inspections submitted to OHS Committee
13	Number of WSP documents approved	1 x WSP document approved	Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Drafting of WSP document for 2019/2020	Submit WSP document to HRD Committee meeting. Submit WSP document to Council for approval.
14	Number of Organisational Structures approved	1 x Organisational Structure reviewed and approved by Council	Council Resolution Approved structure	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	Review Organisation Structure	Submit reviewed Organisational Structure to Council for noting (end of March 2019)	Submit 1 x reviewed Organisational Structure to Council for approval in May 2019.

DEPARTMENT CORPORATE SERVICES									
OPERATIONAL 2018/2019 SDBIP									
KPA 1: Municipal Transformation & Institutional Development									
STRATEGIC OBJECTIVE: To provide effective, efficient and transformed human resources									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
MUNICIPAL ADMINISTRATION & SECRETARIAT									
1	Number of Portfolio Committee Meeting agendas prepared	33 x Portfolio Committee Meetings agendas prepared	Portfolio Committee Agendas	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Prepare 9 x Portfolio Committee meeting agendas	Prepare 6 x Portfolio Committee meeting agendas	Prepare 9 x Portfolio Committee meeting agendas	Prepare 9x Portfolio Committee meeting agendas
2	Number of Mayoral Committee Meeting agendas prepared	11 x Mayoral Committee Meeting agendas prepared	Mayoral Committee Agendas prepared	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Prepare 3 x Mayoral Committee meeting agendas	Prepare 2 x Mayoral Committee meeting agendas	Prepare 3 x Mayoral Committee meeting agendas	Prepare 3 x Mayoral Committee meeting agendas
3	Number of Council Meeting agendas prepared	4 x Ordinary Council Meeting agendas prepared	Council Agendas	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Prepare 1 x Council agenda	Prepare 1 x Council agenda	Prepare 1 x Council agenda	Prepare 1 x Council agenda
4	Number of Oversight report adverts placed 7 days after Council approval	1 x Oversight report advert placed 7 days after Council approval	Advert on oversight report placed	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Make public the oversight report within 7 days after adoption by Council (in March 2019)
CUSTOMER CARE									
5	Percentage of registered complaints/queries attended to	100% of all registered complaints/queries attended to	Monthly reports signed off by Director	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of all registered complaints/queries attended to	100% of all registered complaints/queries attended to	100% of all registered complaints/queries attended to	100% of all registered complaints/queries attended to
6	Number of customer care reports prepared and submitted to the Director Corporate Services	12 x customer care reports (3 x reports per quarter) prepared and submitted to the Director Corporate Services	Monthly reports submitted to Director Corporate Services	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x customer care reports prepared and submitted to the Director Corporate Services	3 x customer care reports prepared and submitted to the Director Corporate Services	3 x customer care reports prepared and submitted to the Director Corporate Services	3 x customer care reports prepared and submitted to the Director Corporate Services

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
RECORDS MANAGEMENT									
7	Percentage of Incoming mail registered on the MUNADMIN-system	100% of all incoming mail registered	Monthly reports signed off by Director	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100 % of all incoming mail registered on the MUNADMIN-system	100 % of all incoming mail registered on the MUNADMIN-system	100 % of all incoming mail registered on the MUNADMIN-system	100 % of all incoming mail registered on the MUNADMIN-system
8	Number of reports prepared on the incoming mail registered	12 x reports (3 x reports per quarter) on the Incoming Mail registered prepared and submitted to the Director Corporate Services	Monthly reports signed off by Director	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x reports on the Incoming Mail registered prepared and submitted to the Director Corporate Services	3 x reports on the Incoming Mail registered prepared and submitted to the Director Corporate Services	3 x reports on the Incoming Mail registered prepared and submitted to the Director Corporate Services	3 x reports on the Incoming Mail registered prepared and submitted to the Director Corporate Services
ICT & IT									
9	Number of Biometric systems installed	1 x Biometric system installed	Photo's of installed system	(Refer to KPI no.5 Dept. of Budget and Treasury - High Level SDBIP)		Advert	Appointment of Service Provider	1 x biometric system installed	N/A
10	Number of CCTV-cameras installed	5x CCTV-cameras installed	Photo's of installed cameras	(Refer to KPI no.5 Dept. of Budget and Treasury - High Level SDBIP)		Advert	Appointment of Service Provider	15 x CCTV cameras installed	N/A
11	Number of new approved ICT Strategies	1 x approved ICT Strategy	1 x approved ICT-strategy. Council resolution.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit draft strategy to Council for noting	Submit ICT Strategy to Policies and Bylaws Committee for consideration	Submit report to Council for approval of ICT Strategy	N/A
12	Number of IT Steering Committee meetings held	4 x IT Steering committee sittings held	Minutes and Attendance Registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1x IT Steering Committee sitting	1x IT Steering Committee sitting	1x IT Steering Committee sitting	1x IT Steering Committee sitting
LEGAL SERVICES									
13	Percentage of Performance Agreements signed by MM and Directors one month after the beginning of the Financial Year and submitted to relevant stakeholders	100% of performance agreements developed and signed before 31 July 2018 and submitted to Council and COGTA.	100% of signed performance agreements	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of Performance Agreements signed before 31 July 2018. Performance Agreements made public within 14 days after the approval of the SDBIP and copies submitted to Council and COGTA. (MFMA Section 53(3)(b))	N/A	N/A	Alignment of Performance Agreements to revised SDBIP

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
LEGAL SERVICES									
14	Number of financial / budget related policies to be reviewed	12 x financial/budget related policies to be reviewed: Asset Management; Budget; Budget Virement; Cash Management & Investment; Credit Control & Debt Collection; Indigent; Petty Cash; Property Rates; Provision for Doubtful Debt & Debt Write-off; Supply Chain Management; Annexure to the Supply Chain Management Policy; Tariff Policy.	Attendance register of consultation. Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Reviewal of 12 x financial/ budget related policies: Asset Management; Budget; Budget Virement; Cash Management & Investment; Credit Control & Debt Collection; Indigent; Petty Cash; Property Rates; Provision for Doubtful Debt & Debt Write-off; Supply Chain Management; Annexure to the Supply Chain Management Policy; Tariff Policy. Submission to Council for approval.	N/A
15	Number of approved policies to be reviewed.	3 x reviewed policies: Vehicle policy; Back-up policy; Customer Care Policy	Approved Vehicle policy; Back-up policy and Customer Care Policy. Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit Vehicle policy; Back-up Policy and Customer Care Policy to Portfolio Committee and to Council for noting.	Submit Vehicle policy; Back-up Policy and Customer Care Policy to the Policy- and By-laws Committee	Vehicle policy; Back-up Policy and Customer Care Policy to Council for approval	N/A
16	Number of new policies to be drafted and approved	1 x approved PMS policy	Approved policy and Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Draft PMS Policy	Submit PMS Policy to Council for noting	Submit PMS Policy to the policy- and By-laws Committee and to Council for approval	N/A
17	Number of by-laws to be promulgated	2 x by-laws to be promulgated: Traffic By-law and Street Trading By-law	Council Resolution. Provincial Gazette	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Traffic By-law to be approved by Council. Street Trading By-law to be submitted to Council for noting.	Traffic By-law to be promulgated. Street Trading By-law to be submitted to Policy- and By-Laws Committee.	Street Trading By-law to be advertised for public comments	Street Trading By-law to be submitted to Council for approval and promulgation.
18	Percentage of litigation cases attended to and number of reports submitted to Mayoral Committee	100% litigation cases attended to and 11 reports submitted to Mayoral Committee	List of litigation cases. Minutes of Mayoral Committee meetings	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of litigation cases attended to and 3 x reports submitted to Mayoral Committee	100% of litigation cases attended to and 3 x reports submitted to Mayoral Committee	100% of litigation cases attended to and 3 x reports submitted to Mayoral Committee	100% of litigation cases attended to and 3 x reports submitted to Mayoral Committee
19	Percentage of contracts approved within 30 days of awarding of contract	100% of contracts approved within 30 days of awarding of contract	Contract register.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of contracts approved within 30 days of awarding of contract	100% of contracts approved within 30 days of awarding of contract	100% of contracts approved within 30 days of awarding of contract	100% of contracts approved within 30 days of awarding of contract
20	Number of signed job descriptions submitted to AO	9 x signed job description for Administration and Legal Services submitted to AO	9 x signed job description for Administration and Legal Services	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		9 x signed job description for Administration and Legal Services submitted to AO	N/A	N/A	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
HUMAN RESOURCES									
21	Number of training programmes attended by Municipal staff	2 x training programmes for municipal employees	Skills audit. Attendance registers or Registration forms	0082-3658-00	358 739	Conduct Skills Audit	2 x training programmes for Municipal staff	Continuation of implementation of 2 x training programmes for Municipal staff	Continuation of implementation of 2 x training programmes for Municipal staff
22	Number of training programmes attended by Councillors	2 x training programmes for Councillors	Skills audit. Attendance registers or Registration forms	0001/3658/00	500 000	Conduct Skills Audit	2 x training programmes for Councillors	Continuation of implementation of 2 x training programmes for Councillors	Continuation of implementation of 2 x training programmes for Councillors
23	Number of employees provided with Protective Clothing	320 x employees provided with Protective Clothing	Tender advert. Appointment of Service Provider. Delivery note of Protective Clothing	0082/3611/00	1 557 793	Advert. Appointment of Service Provider. Purchasing of Protective Clothing for 320 x employees.	N/A	N/A	N/A
24	Number of medical surveillance for employees	1 x Medical Surveillance sessions to be held	Attendance Registers of medical surveillance.	0082-3632-00	114 835	Procurement of accredited Service Provider	Procurement of accredited Service Provider	Appointment of Service Provider	1 x Medical Surveillance for employees working with hazardous chemicals
25	Number of signed job descriptions submitted to AO	4 x signed job description for Human Capital Section submitted to AO	4 x signed job description for Human Capital Section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		4 x signed job description for Human Capital Section submitted to AO	N/A	N/A	N/A
ADMINISTRATIVE SUPPORT									
26	Number of signed job descriptions submitted to AO	1 x signed job description for DCS submitted to AO	1 x signed job description for DCS	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x signed job description for DCS submitted to AO	N/A	N/A	N/A

DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES

HIGH-LEVEL 2018/2019 SDBIP

KPA 2: Basic Service Delivery

STRATEGIC OBJECTIVE: To provide access to basic service to the households

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
1a	KM of bulk line constructed in the area of Wakkerstroom ward 5, and number of pumpstations	Constructing 1km of a new 160mm Ø sewer pipeline and 1 x pumpstation	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG	2 280 000	Constructing of 120m of new sewer pipeline	Constructing of 400m of new sewer pipeline s	Constructing of 240m of new sewer pipeline w	Constructing of 240m of new sewer pipeline and 1 x pumpstation. Completion of project.
1b	Number of house connections to bulk sewer pipeline in the area of Wakkerstroom Ward 5	20 x house connections to bulk sewer pipeline	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 1a Dept. of Infrastructure- High Level SDBIP)		5 x house connections to bulk sewer pipeline	5 x house connections to bulk sewer pipeline	5 x house connections to bulk sewer pipeline	5 x house connections to bulk sewer pipeline. Completion of project.
2a	Number of Toilet top structures erected in Daggakraal Ward 9	Provide 26 Toilet top structures in ward 9	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG	6 840 000	Planning and Design. Appointment of Service Provider	Construction of 8 x Toilet Top Structures	Construction of 8 x Toilet Top Structures	Construction of 10 x Toilet Top Structures. Completion of project.
2b	Number of Toilet top structures erected in Daggakraal Ward 10	Provide 29 Toilet top structures in ward 10	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 2a Dept. of Infrastructure- High Level SDBIP)		Planning and Design. Appointment of Service Provider	Construction of 8 x Toilet Top Structures	Construction of 8 x Toilet Top Structures	Construction of 13 x Toilet Top Structures. Completion of project.
2c	Number of Toilet top structures erected in Daggakraal Ward 11	Provide 65 Toilet top structures in ward 11	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 2a Dept. of Infrastructure- High Level SDBIP)		Planning and Design. Appointment of Service Provider	Construction of 20 x Toilet Top Structures	Construction of 20 x Toilet Top Structures	Construction of 25 x Toilet Top Structures. Completion of project.
3	Distance of pipeline and number of pumpstations constructed (Sewer reticulation in Ward 7 and 8)	Constructing 2,8km of a new 160mm Ø sewer pipeline with 1x pump station	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Completion certificates	MIG	4 560 000	Planning and Design. Appointment of Service Provider	930m of pipeline constructed	930m of pipeline constructed	930m of pipeline constructed and 1 x pumpstation. Completion of project.

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
4a	Number of House Connections for water in Ward 1 (Water)	Provide 183 Households with water house connections in Wards 1	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG	6 840 000	Planning and Design. Appointment of Service Provider	60 x House Connections for water completed	60 x House Connections for water completed	63 x House Connections for water completed .Completion of project.
4b	Number of House Connections for water in Ward 2 (Water)	Provide 210 Households with water house connections in Ward 2	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 4a Dept. of Infrastructure- High Level SDBIP)		Planning and Design. Appointment of Service Provider	70 x House Connections for water completed	70 x House Connections for water completed	70 x House Connections for water completed
4c	Number of House Connections for water in Ward 3 (Water)	Provide 210 Households with water house connections in Ward 3	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 4a Dept. of Infrastructure- High Level SDBIP)		Planning and Design. Appointment of Service Provider	70 x House Connections for water completed	70 x House Connections for water completed	70 x House Connections for water completed
4d	KM of water pipeline constructed for house connections in Ward 1,2 and 3	Construction of 6km of water pipeline for house connections in Wards 1, 2 and 3	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	(Refer to KPI no 4a Dept. of Infrastructure- High Level SDBIP)		Planning and Design. Appointment of Service Provider	1km of water pipeline constructed	2km of water pipeline constructed	3km of water pipeline constructed. Completion of project.
5a	KM of pipeline constructed (Reticulation Network in Perdekop - Ward 6)	2,5km of pipeline constructed (Ward 6)	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG	2 280 000	Planning and Design. Appointment of Service Provider	800m of pipeline constructed	800m of pipeline constructed	900m of pipeline constructed
5b	Number of toilet top structures (Reticulation Network in Perdekop - Ward 6)	60 Toilet Top structures	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG (Refer to KPI no. 5a -HL Infrastructure SDBIP)		Planning and Design. Appointment of Service Provider	20 x Toilet Top Structures	20 x Toilet Top Structures	20 x Toilet Top Structures.
6	Number of Waste Water Treatment Works (WWTW) refurbished and upgraded in Ward 4	1 x 5ML WWTW in Ward 4 refurbished and upgraded	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Completion certificates	WSIG	16 525 000	Planning and Design	Appointment of Service Provider. Construction	Construction works	1 x WWTW refurbished and upgraded. Completion of project.

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
7a	Number of House Connections for sewer reticulation in Ward 1 (Sewer)	Provide 183 Households with sewer connection in Ward 1	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG (Refer to KPI no. 4a -HL Infrastructure SDBIP)		45 x House Connections for sewer completed	46 x House Connections for sewer completed	46 x House Connections for sewer completed	46 x House Connections for sewer completed. Completion of project.
7b	Number of House Connections for sewer reticulation in Ward 2 (Sewer)	Provide 210 Households with sewer connection in Ward 2	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG (Refer to KPI no. 4a -HL Infrastructure SDBIP)		51 x House Connections for sewer completed	53 x House Connections for sewer completed	53 x House Connections for sewer completed	53 x House Connections for sewer completed. Completion of project.
7c	Number of House Connections for sewer reticulation in Ward 3 (Sewer)	Provide 210 Households with sewer connection in Ward 3	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG (Refer to KPI no. 4a -HL Infrastructure SDBIP)		51 x House Connections for sewer completed	53 x House Connections for sewer completed	53 x House Connections for sewer completed	53 x House Connections for sewer completed. Completion of project.
7d	KM of sewer pipeline constructed for sewer reticulation in Ward 1, 2 and 3	Construction of 5.1km of sewer pipeline for house connections in Ward 1, 2 and 3	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Signed letters for beneficiaries. Completion certificates	MIG (Refer to KPI no. 4a -HL Infrastructure SDBIP)		1.2km of sewer pipeline constructed	1.2km of sewer pipeline constructed	1.2km of sewer pipeline constructed	1.5km of f sewer pipeline constructed. Completion of project.
8	Length of bulk pipeline constructed from Wakkerstroom to Volksrust.	Construction of 35km of Bulk pipeline from Wakkerstroom to Volksrust	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Completion certificates	WSIG	13 475 000	Planning and Design. Appointment of Service Provider.	Construction of 11,5km of Bulk pipeline	Construction of 11,6km of Bulk pipeline	Construction of 11,9km of Bulk pipeline. Completion of project.
9	Reticulation Network in Perdekop - Ward 6	3,8km of pipe with 130 Toilet Top structures		MIG	2 000 000	Project for 2019/20			
10	Construction of Toilet Top Structures in Ward 9	Provide 25 x Households with Toilet Top Structures in Ward 9		MIG	1 118 333	Project is for 2019/20 and 2020/21			
11	Construction of Toilet Top Structures in Ward 10	Provide 25 x Households with Toilet Top Structures in Ward 10		MIG	1 118 333	Project is for 2019/20 and 2020/21			
12	Construction of Toilet Top Structures in Ward 11	Provide 25 x Households with Toilet Top Structures in Ward 11		MIG	1 118 333	Project is for 2019/20 and 2020/21			
13	Construction of Toilet Top Structures in rural areas	Provide 150 x Households with Toilet Top Structures in ward 4/5/6/7/8 and 10		MIG	4 500 000	Project is for 2019/20 and 2020/21			
14	Replacement of AC Pipes in Vukuzakhe	1km of AC pipes		MIG	2 000 000	Project is for 2020/21			
15	House Connections in Daggakraal Hlanganani Sinqobile - Ward 9	2km of UPVC Pipe with 250 house connections		MIG	3 000 000	Project is for 2019/20 and 2020/21			

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
16	Provision of water to supply Bethamoya Village	Provide 25 x Households with water connection in Ward 10		MIG	2 196 450	Project is for 2020/21			
17	Construction of water reticulation with house connection in ward 1	Provide 25 x water house connection in Ward 1		MIG	1 166 667	Project for 2019/20			
18	Construction of water reticulation with house connection in ward 2	Provide 25 x water house connection in Ward 2		MIG	1 166 666.7	Project for 2019/20			
19	Construction of water reticulation with house connection in ward 3	Provide 25 x water house connection in Ward 3		MIG	1 166 666.7	Project for 2019/20			
ELECTRICAL SERVICES									
20a	Number of Households to be electrified (infills and bulk reticulation) in Vukuzakhe, Ward 1 (Phase 4)	183 Households electrified (infills) in Vukuzakhe, Ward 1 as per the list of Households	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. List of beneficiaries. Close-out report at end of Quarter 4. Completion certificate	INEP	7 310 055	Compilation of Tender documents and appointment of Service Providers.	61 x Households electrified	61 x Households electrified	61 x Households electrified. Completion of project.
20b	Number of Households to be electrified (infills and bulk reticulation) in Vukuzakhe, Ward 3 (Phase 4)	166 Households electrified (infills) in Vukuzakhe, Ward 3 as per the list of Households	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. List of beneficiaries. Close-out report at end of Quarter 4. Completion certificate	MIG (Refer to KPI no. 20a -HL Infrastructure SDBIP)		Compilation of Tender documents and appointment of Service Providers.	55 x Households electrified	55 x Households electrified	56 x Households electrified.Completion of project.
20c	Number of Households to be electrified (infills and bulk reticulation) in Vukuzakhe, Ward 11 (Phase 4)	96 Households electrified (infills) in Vukuzakhe, Ward 11 as per the list of Households	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. List of beneficiaries. Close-out report at end of Quarter 4. Completion certificate	MIG (Refer to KPI no. 20a -HL Infrastructure SDBIP)		Compilation of Tender documents and appointment of Service Providers.	32 x Households electrified	32 x Households electrified	32 x Households electrified. Completion of project.
21	Number of payments made to Eskom for connection of Davel Substation	1 x Payment made to Eskom for connection of Davel Substation	Payment certificate for a service connection for ESKOM	INEP	5 065 444	1 x Payment of R5 065 444 to Eskom for connection of Davel substation	N/A	N/A	N/A
22	Number of High mast lights constructed in ward 10	Construction of 3x high mast lights in Daggakraal ward 10	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. Close-out report at end of Quarter 4. Completion certificate	Refer to KPI no. 2a High Level SDBIP Infrastructure Dept		Compilation of Tender documents and appointment of Service Providers.	Construction of 1 x High mast light	Construction of 1 x High mast light	Construction of 1 x High mast light. Completion of project.

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ELECTRICAL SERVICES									
23	Number of Households to be electrified (infills and bulk reticulation) in Vukuzakhe, Ward 1 , 3 and 11 (Phase 6)	500 Households electrified (infills) in Vukuzakhe, Ward 1, 3 and 11 as per the list of Households		INEP	9 600 000	Project is for 2020/21			
24	Number of Households to be electrified (infills and bulk reticulation) in Vukuzakhe, Ward 1 , 3 and 11 (Phase 5)	320 Households electrified (infills) in Vukuzakhe, Ward 1, 3 and 11 as per the list of Households		INEP	5 120 000	Project is for 2019/20			
25	Construction of high mast lights in ward 7, 8 , 9, 10 and 11	Construction of 10x high mast lights in ward 7, 8 , 9, 10 and 11		MIG	4 694 919	Project for 2019/20 and 2020/21			
PUBLIC WORKS									
26	KM of a paved road constructed in Volksrust Ward 4	Construction of a 1km paved road in Volksrust ward 4	Appointment Letter of Service Provider for supply and delivery of paving bricks	OWN FUNDS	3 000 000	Compilation of Tender documents and appointment of Service Providers. Delivery of material.	Construction of 200m of paved road	Construction of 400m of paved road	Construction of 400m of paved road. Completion of project.
27a	Number of sport facilities refurbished in ward 2	Refurbishment of 1 x sport facilities (sport ground) in Ward 2	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. Close-out report at end of Quarter 4. Completion certificate	MIG	1 858 200	Planning and Design. Appointment of Service Provider	Construction	1 x Sport Facility refurbished in Ward 2. Completion of project.	N/A
27b	Number of sport facilities refurbished in ward 8	Refurbishment of 1 x sport facilities (sport ground) in Ward 8	Appointment letters for Contractor. Monthly progress report to Portfolio Committee. Close-out report at end of Quarter 4. Completion certificate	MIG (Refer to KPI no. 27a -HL Infrastructure SDBIP)		Planning and Design. Appointment of Service Provider	Construction	1 x Sport Facility refurbished in Ward 8. Completion of project.	N/A
28	Distance of paved road constructed in Wakkerstroom Ward 5	Construction of a 500m paved road in Wakkerstroom ward 5	Appointment Letter of Service Provider for supply and delivery of paving bricks	Refer to KPI no. 1a High Level SDBIP Infrastructure Dept		Compilation of Tender documents and appointment of Service Providers. Delivery of material.	Construction of 250m paved road	Construction of 250m paved road. Completion of project.	N/A
29	Length of fence erected for cemeteries in ward 9	Fencing of 970m of cemeteries in ward 9	Tender advert, Appointment letter, Progress reports & 1 X Project Close-out report. Completion certificates	Refer to KPI no.2a High Level SDBIP Infrastructure Dept		Compilation of Tender documents and appointment of Service Providers.	320m of fence erected	320m of fence erected	330m of fence erected Completion of project.

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
PUBLIC WORKS									
30	Development of sport facilities in ward 5 and 6	Development of sport facilities		MIG	1 250 000	Project is for 2020/21			
31	Development of sport facilities in ward 7 and 8	Development of sport facilities		MIG	1 250 000	Project for 20120/21			
32	Fencing of Cemeteries Ward 3	890m of fencing		MIG	500 000	Project for 20120/21			
33	Construction of paved roads in Ward 1	1,0km of paved road		MIG	1 118 333	Project for 2020/2021			

DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES									
OPERATIONAL 2018/2019 SDBIP									
KPA 2: Basic Service Delivery									
STRATEGIC OBJECTIVE: To provide access to basic service to the households									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
1	Number of water samples to be collected	600 water samples collected	Water samples analysis results and report from the Manager	GSDM funding		150 water samples collected and analysed	150 water samples collected and analysed	150 water samples collected and analysed	150 water samples collected and analysed
2	Number of loads of water supplied by Water Tanker to rural areas	Supply and delivery of 700 loads of water in rural areas by the Water Tanker	List of farms supplied	(Refer to KPI no.2 + 4 of Dept. of Budget and Treasury - High Level SDBIP)		175 loads of water supplied to rural areas by the Water Tanker	175 loads of water supplied to rural areas by the Water Tanker	175 loads of water supplied to rural areas by the Water Tanker	175 loads of water supplied to rural areas by the Water Tanker
3	Number of Water Meters to be replaced within Dr Pixley Ka Isaka Seme local municipality	200x Water meters to be replaced	Job cards signed off by the manager	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		50x water meters replaced	50x water meters replaced	50x water meters replaced	50x water meters replaced
4	Number of WWTP Process Controllers registered and classified	12 x WWTP Process Controllers registered and classified	12 x registration certificates	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x WWTP Process Controllers registered and classified	3 x WWTP Process Controllers registered and classified	3 x WWTP Process Controllers registered and classified	3 x WWTP Process Controllers registered and classified
5a	Number of Alarm Systems to be installed in the Sewer Pump Stations in Volksrust	4 x alarms installed at Sewer Pump Stations in Volksrust	Delivery note Photos of installed alarm systems	0121/3663/00	2 979 451	Installation of 4 x alarms at the Sewer Pump Stations in Volksrust	N/A	N/A	N/A
5b	Number of Alarm Systems to be installed in the Sewer Pump Station in Vukuzakhe	1 x alarm installed at Sewer Pump Station in Vukuzakhe	Delivery note Photos of installed alarm systems	(Refer to KPI no.5a Dept. of Infrastructure - Operational SDBIP)		Installation of 1 x alarm at the Sewer Pump Station in Vukuzakhe	N/A	N/A	N/A
5c	Number of Alarm Systems to be installed in the Sewer Pump Station in Amersfoort	1 x alarm installed at Sewer Pump Station in Amersfoort	Delivery note Photos of installed alarm systems	(Refer to KPI no.5a Dept. of Infrastructure - Operational SDBIP)		Installation of 1x alarm at the Sewer Pump Station in Amersfoort	N/A	N/A	N/A
5d	Number of Alarm System to be installed in the Water Pump Station in Perdekop	1 x alarm installed at Water Pump Station in Perdekop	Delivery note Photos of installed alarm systems	(Refer to KPI no.5a Dept. of Infrastructure - Operational SDBIP)		Installation of 1x alarm at the Water Pump Station in Amersfoort	N/A	N/A	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
ACCESS TO BASIC SERVICES: WATER AND SANITATION									
6	Number of monthly project expenditure reports to be submitted to COGTA by the 3rd of each month	12 x MIG Expenditure Reports submitted to COGTA by the 3rd of each month	12 x expenditure reports submitted to COGTA. Acknowledgement of COGTA.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x MIG Expenditure Reports submitted to COGTA	3 x MIG Expenditure Reports submitted to COGTA	3 x MIG Expenditure Reports submitted to COGTA by the 3rd of each month	3 x MIG Expenditure Reports submitted to COGTA by the 3rd of each month
7	Number of signed job descriptions submitted to AO	51 x signed job descriptions for Water and Sanitation Unit submitted to AO	51 x signed job descriptions for Water and Sanitation Unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		51 x signed job descriptions for Water and Sanitation Unit submitted to AO	N/A	N/A	N/A
ELECTRICAL SERVICES									
8	Number of High Mast lights to be repaired/maintained in all admin units (Volksrust, Daggakraal, Wakkerstroom, Amersfoort and Perdekop)	20 of 87 High Mast Lights repaired/ maintained in all Admin. Units (Volksrust, Daggakraal, Wakkerstroom, Amersfoort and Perdekop)	Job cards signed off by Manager: Electrical . Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		Repair/maintain of 5 x High Mast Lights in all admin units	Repair/maintain of 8 x High Mast Lights in all admin units	Repair/maintain of 2 x High Mast Lights in all admin units.	Repair/maintain of 5 x High Mast Lights in all admin units
9	Number of electricity meters inspected for tampering.	240 meters to be inspected at Volksrust, Vukuzakhe and Daggakraal ward 11.	Job cards with list of house numbers inspected and copies of tempering letters if any.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Inspection of 60 electricity meters in Volksrust, Vukuzakhe and Daggakraal ward 11.	Inspection of 60 electricity meters in Volksrust, Vukuzakhe and Daggakraal ward 11.	Inspection of 60 electricity meters in Volksrust, Vukuzakhe and Daggakraal ward 11.	Inspection of 60 electricity meters in Volksrust, Vukuzakhe and Daggakraal ward 11.
10	Number of streetlights to be repaired/maintained in all admin units (Volksrust, Daggakraal, Wakkerstroom, Amersfoort and Perdekop)	600 of 2367 Streetlights repaired/maintained in all admin units (Volksrust, Daggakraal, Wakkerstroom, Amersfoort and Perdekop)	Job cards signed off by Manager: Electrical. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		Repair/maintain of 150 streetlights in Wards 1 - 11	Repair/maintain of 150 streetlights in Wards 1 - 11	Repair/maintain of 150 streetlights in Wards 1 - 11	Repair/maintain of 150 streetlights in Wards 1 - 11
11	Number of signed job descriptions submitted to AO	15 x signed job descriptions for the Electrical Services Unit submitted to AO	15 x signed job descriptions for the Electrical Services Unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		15 x signed job descriptions for the Electrical Services Unit submitted to AO	N/A	N/A	N/A
PUBLIC WORKS									
12	Km's of gravel roads maintained in all admin units (Volksrust, Amersfoort, Wakkerstroom, Perdekop and Daggakraal)	200km of roads in all admin units re-gravelled	Job cards signed off by Manager: Public Works Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		A total of 50km gravel road maintained in all wards	A total of 50km gravel road maintained in all wards	A total of 50km gravel road maintained in all wards	A total of 50km gravel road maintained in all wards
13	m ² of potholes patched in Vukuzakhe, Amersfoort, Wakkerstroom and Perdekop	400m ² of roads patched (potholes) in Vukuzakhe, Amersfoort, Wakkerstroom and Perdekop	Job cards signed off by Manager: Public Works. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		100m ² of surfaced roads patched (potholes)	100m ² of surfaced roads patched (potholes)	100m ² of surfaced roads patched (potholes)	100m ² of surfaced roads patched (potholes)

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Original Quarter 3 (JAN - MARCH)	Original Quarter 4 (APRIL - JUNE)
PUBLIC WORKS									
14	m ² of potholes patched in Volksrust Ward 4	2000m ² of roads in Volksrust Ward 4 patched (potholes)	Job cards signed off by Manager: Public Works. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		500m ² of surfaced roads patched (potholes)	500m ² of surfaced roads patched (potholes)	500m ² of surfaced roads patched (potholes)	500m ² of surfaced roads patched (potholes)
15	Number of traffic signs to be maintained	80 x traffic signs maintained (Stop signs, robots and Information signs)	Jobcards indicating co-ordinates, signed off by supervisor, manager and Director. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		20 x Traffic signs to be maintained where needed (Residential area)	20 x Traffic signs to be maintained where needed (Juba Park Area)	20 x Traffic signs to be maintained where needed (Mountain View area)	20 x Traffic signs to be maintained where needed (Business Area)
16	Number of potholes patching campaigns done in all admin units.	12 pothole-patching campaigns done in all admin units.	Job cards of roads patched and square meters done.	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		3 x Potholes patching campaigns in all admin units.	3 x Potholes patching campaigns in all admin units.	3 x Potholes patching campaigns in all admin units.	3 x Potholes patching campaigns in all admin units.
17	Km's of roads marked	40km road markings done in all admin. Units	Jobcards signed off by supervisor, manager and Director. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		10km road markings painted.	10km road markings painted.	10km road markings painted.	10km road markings painted.
18	Number of parking bays painted	220 parkings bays.painted in all admin. Units	Jobcards signed off by supervisor, manager and Director. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		55 x parkings bays painted.	55 x parkings bays painted.	55 x parkings bays painted.	55 x parkings bays painted.
19	Number of intersections painted	20 intersections painted in all admin. Units	Jobcards signed off by supervisor, manager and Director. Listing to reconcile reported information	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		5 x intersections painted.	5 x intersections painted.	5 x intersections painted.	5 x intersections painted.
20	Number of signed job descriptions submitted to AO	26 x signed job descriptions for the Public Works, Roads & Stormwater Units submitted to AO	26 x signed job descriptions for the Public Works, Roads & Stormwater Units	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		26 x signed job descriptions for the Public Works, Roads & Stormwater Units submitted to AO	N/A	N/A	N/A
FLEET MANAGEMENT AND MECHANICAL WORKSHOP									
21	Percentage of municipal fleet breakdowns fixed within 14 working days	100% of municipal fleet breakdowns fixed within 14 working days	Signed-off discharge form for repaired vehicles indicating dates in and out of workshop	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		100% of municipal fleet breakdowns fixed within 14 working days	100% of municipal fleet breakdowns fixed within 14 working days	100% of municipal fleet breakdowns fixed within 14 working days	100% of municipal fleet breakdowns fixed within 14 working days
PMU									
22	Number of signed job descriptions submitted to AO for PMU Unit	3 x signed job descriptions for PMU Unit submitted to AO	3 x signed job descriptions for PMU Unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x job descriptions signed and submitted to AO	N/A	N/A	N/A

DEPARTMENT COMMUNITY SERVICES									
HIGH-LEVEL 2018/2019 SDBIP									
KPA 2: Basic Service Delivery									
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY THROUGH PUBLIC PARTICIPATION AND PROMOTE GOOD GOVERNANCE									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
EPWP									
1	Number of job opportunities created through EPWP incentive grant and number of reports submitted to NDPW	77 job opportunities created and 4 x reports compiled	List of appointed beneficiaries. Quarterly reports submitted to National Department of Public Works.	281/3810/00 EPWP GRANT		Recruitment process and appointment of 39 x beneficiaries for first intake in 2018/19. Quarter 4 report to NDPW.	Quarter 1 report to NDPW	Recruitment process and appointment of 38 x beneficiaries for second intake in 2018/19. Quarter 2 report to NDPW	Quarter 3 report to NDPW
2	Number of progress reports to Council on the Community Works Programme (CWP) opportunities created in the municipality	4 x Progress reports on CWP opportunities	4 x Quarterly reports Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Q4 report to Council on CWP	Q1 report to Council on CWP	Q2 report to Council on CWP	Q3 report to Council on CWP
SOCIAL DEVELOPMENT SERVICES									
3	Number of bull-dozer purchased for use on Landfill sites	1 x bull-dozer purchased	Appointment letter; delivery note		5 000 000	Tender advert.	Appointment of Service Provider	Delivery of 1 x bull-dozer. Licensing of bull-dozer	N/A
4	Number of trailers purchased for waste management	1 x trailer purchased	Appointment letter; delivery note		1 500 000	Tender advert.	Appointment of Service Provider	Delivery of 1 x Trailer	N/A
5	Number of TLB purchased for use at cemeteries	1 x TLB purchased	Appointment letter; delivery note		2 000 000	Tender advert.	Appointment of Service Provider	Delivery of 1 x TLB and licensing of TLB	N/A
PUBLIC SAFETY / FIRE & RESCUE AND DISASTER MANAGEMENT									
6	Number of Traffic Play Detectors purchased	1 x Traffic Play Detector	Appointment letter; delivery note		600 000	Tender advert.	Appointment of Service Provider	Delivery of 1 x Traffic Play Detector and installation	N/A

DEPARTMENT COMMUNITY SERVICES									
OPERATIONAL 2018/2019 SDBIP									
KPA 2: Basic Service Delivery									
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY THROUGH PUBLIC PARTICIPATION AND PROMOTE GOOD GOVERNANCE									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
SOCIAL DEVELOPMENT SERVICES									
1	Number of waste loads collected per Admin Unit (except Daggakraal)	A total of 960 waste loads to be collected per quarter in all admin. Units, using trucks.	Monthly signed-off landfill site access register signed by supervisor, manager and countersigned by the HOD	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		240 x Waste loads to be collected (Wards 1 - 8)	240 x Waste loads to be collected (Wards 1 - 8)	240 x Waste loads to be collected (Wards 1 - 8)	240 x Waste loads to be collected (Wards 1 - 8)
2	Number of days for Street cleaning of in all admin units	Street cleaning 246 working days per annum in all admin. Units (excluding Daggakraal. Mondays to Fridays)	Monthly signed-off street cleaning schedules for all Administrative units signed by supervisor, manager and countersigned by the HOD	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		62 x days of Street cleaning conducted in all Admin. Units (excluding Daggakraal)	61 x days of Street cleaning conducted in all Admin. Units (excluding Daggakraal)	63 x days of Street cleaning conducted in all Admin. Units (excluding Daggakraal)	60 x days of Street cleaning conducted in all Admin. Units (excluding Daggakraal)
3	Number of Cleaning Campaigns/waste management programmes implemented	4 x Cleaning Campaign/ Waste Management Programme developed and implemented in Volksrust, Wakkerstroom, Amersfoort and Perdekop	4 x reports for Cleaning Campaign/ Waste Management Programme. Photographs. Agenda. Attendance Register	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Waste Management Programme /Cleaning Campaign implemented	1 x Waste Management Programme /Cleaning Campaign implemented	1 x Waste Management Programme /Cleaning Campaign implemented	1 x Waste Management Programme /Cleaning Campaign implemented
4	Number of cemetery sites maintained in all administration units	64 x cemetery sites maintained per quarter in all Admin. Units (Volksrust, Amersfoort, Wakkerstroom, Perdekop and Daggakraal)	16 x signed-off maintenance schedules including activities performed, once per quarter per admin unit.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Implementation as per maintenance schedule detailing the activities performed for 16 x cemetery sites.	Implementation as per maintenance schedule detailing the activities performed for 16 x cemetery sites.	Implementation as per maintenance schedule detailing the activities performed for 16 x cemetery sites.	Implementation as per maintenance schedule detailing the activities performed for 16 x cemetery sites.
5	Number of Integrated Waste Management Plan to be reviewed and approved by Council	1 x Integrated Waste Management Plan reviewed and approved by Council	Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit Integrated Waste Management Plan (IWMP) to Council for noting.	Submit 1 x IWMP to the policy- and By-laws Committee	Submit 1 x IWMP to Council for approval	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
SOCIAL DEVELOPMENT SERVICES									
6	Number of signed job descriptions submitted to AO	39 x signed job descriptions for Waste Management Sub sections submitted to AO	39 x signed job descriptions for Waste Management Sub sections	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		39 x signed job descriptions for Waste Management Sub sections submitted to AO	N/A	N/A	N/A
7	Number of signed job descriptions submitted to AO	5 x signed job descriptions for Building and Maintenance sub-section submitted to AO	5 x signed job descriptions for Building and Maintenance sub-section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		5 x signed job descriptions for Building and Maintenance sub-section submitted to AO	N/A	N/A	N/A
8	Number of signed job descriptions submitted to AO	9 x signed job descriptions for Halls and Amenities Sub-sections submitted to AO	9 x signed job descriptions for Halls and Amenities Sub-sections	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		9 x signed job descriptions for Halls and Amenities Sub-sections submitted to AO	N/A	N/A	N/A
9	Number of signed job descriptions submitted to AO	20 x signed job descriptions for Recreational Facilities, Parks and Cemeteries submitted to AO	20 x signed job descriptions for Recreational Facilities, Parks and Cemeteries	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		20 x signed job descriptions for Recreational Facilities, Parks and Cemeteries submitted to AO	N/A	N/A	N/A
PUBLIC SAFETY / FIRE & RESCUE AND DISASTER MANAGEMENT									
10	Number of awareness campaigns conducted on Fire & Safety	5 x Awareness campaigns on Fire and Safety to be held in all Admin. Units (Volksrust, Amersfoort, Wakkerstroom, Perdekop and Daggakraal)	Pamphlets Programme with stamps or signature	(Refer to KPI no.4 Dept. of Budget and Treasury - High Level SDBIP)		1 x Awareness campaign per quarter (Volksrust Schools, Community)	1 x Awareness campaign per quarter (Amersfoort schools, Community)	1 x Awareness campaign per quarter (Daggakraal School)	2 x Awareness campaign per quarter (Wakkerstroom, Perdekop and Farms schools)
11	Number of Traffic fines registers prepared	12 x traffic fine registers for all admin. Units prepared	12 x traffic fine registers for all admin. units, signed off by Manager Public Safety	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x traffic fine registers prepared	3 x traffic fine registers prepared	3 x traffic fine registers prepared	3 x traffic fine registers prepared
12	Number of Roadblocks conducted	28 x roadblocks conducted in all Administrative Units as per the Law Enforcement Programme (excluding Daggakraal)	Law enforcement programme. Photos of roadblocks.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		7 x Roadblock traffic law enforcement programmes conducted in all Administrative Units (excluding Daggakraal)	7 x Roadblock traffic law enforcement programmes conducted in all Administrative Units (excluding Daggakraal)	7 x Roadblock traffic law enforcement programmes conducted in all Administrative Units (excluding Daggakraal)	7 x Roadblock traffic law enforcement programmes conducted in all Administrative Units (excluding Daggakraal)

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
PUBLIC SAFETY / FIRE & RESCUE AND DISASTER MANAGEMENT									
13	Number of Municipal locations provided with Security	64 x strategic locations provided with Security Services	Shift rosters of security guards for all areas	0121/ 3663/00	698 809	16 x strategic municipal locations provided with Security services	16 x strategic municipal locations provided with Security services	16 x strategic municipal locations provided with Security services	16 x strategic municipal locations provided with Security services
14	Number of Fleet Maintenance Plans developed	1 x Fleet Maintenance Plan developed	Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Draft Fleet Maintenance Plan	Submit Fleet Maintenance Plan to Council for noting	Submit Fleet Maintenance Plan to the policy- and By-laws Committee	Submit Fleet Maintenance Plan to Council for approval
15	Number of signed job descriptions submitted to AO	28 x signed job descriptions for Public Safety Unit submitted to AO	28 x signed job descriptions for Public Safety Unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		28 x signed job descriptions for Public Safety Unit submitted to AO	N/A	N/A	N/A
LIBRARIES									
16	Number of signed job descriptions submitted to AO	5 x signed job descriptions for Libraries submitted to AO	5 x signed job descriptions for Libraries	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		5 x signed job descriptions for Libraries submitted to AO	N/A	N/A	N/A

DEPARTMENT OF THE MUNICIPAL MANAGER

HIGH-LEVEL 2018/2019 SDBIP

KPA 3: LOCAL ECONOMIC DEVELOPMENT (LED)

STRATEGIC OBJECTIVE: To create and promote a conducive environment for socio economic development

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Quarter 1 (JUL - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
1	Sector LED Programme Workshops implemented	4 x LED Sector Programme Workshops	4 x Attendance registers	Vote no. 150-380-500	75 229	1 x LED Sector Programme Workshop to be held	1 x LED Sector Programme Workshop to be held	1 x LED Sector Programme Workshop to be held	1 x LED Sector Programme Workshop to be held
2	Number of beneficiaries appointed	4 x beneficiaries appointed	4 x appointment letters	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		2 x beneficiaries appointment	N/A	2 x beneficiaries appointment	N/A
3	Number of training provided to beneficiaries appointed	6 x trainings provided to beneficiaries appointed	6 x attendance registers for training	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		2 x training programmes provided	1 x training programme provided	2 x training programmes provided	1 x training programme provided
4	Number of quarterly reports on jobs created through LED projects	4 x quarterly reports on jobs created through LED projects submitted to Council	4 x quarterly reports submitted to Council	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x quarterly report on jobs created through LED projects submitted to Council	1 x quarterly report on jobs created through LED projects submitted to Council	1 x quarterly report on jobs created through LED projects submitted to Council	1 x quarterly report on jobs created through LED projects submitted to Council
5	Number of Local Sub Contractors Appointed on Capital Projects	3 x Local Sub Contractors appointed.	3 x Appointment letters.	MIG & INEP (30%) (Refer to KPI's no.1-3; Dept. of Infrastructure High Level SDBIP)		3 x Local Sub Contractors appointed.	N/A	N/A	N/A
6	Number of reports submitted to Council on local sub-contractors appointed on Capital Projects	1 x Report on Local Sub Contractors Appointed on Capital Projects	1 x Council Report	MIG & INEP (30%) (Refer to KPI's no.1-3; Dept. of Infrastructure High Level SDBIP)		N/A	Report on Local Sub-contractors appointed on Capital Projects to Council	N/A	N/A
7	Number of bakery equipment purchased for Ward 11 (Daggakraal)	4 x Work Tables; 4 x Cooling Trolleys; 20 x bread pans; 20 x bread pan lids; 1 x oven purchased.	Tender Advert Appointment letter Delivery note		3 000 000	Tender advert	Appointment of Service provider for supply and delivery	Delivery note : 4 x Work Tables; 4 x Cooling Trolleys; 20 x bread pans; 20 x bread pan lids; 1 x oven	N/A
8	Number of plastic bag manufacturing machines purchased for Ward 4 (Volksrust)	1 x Plastic Bag manufacturing machine purchased	Tender Advert Appointment letter Delivery note	(Refer to KPI no.6 LED High Level SDBIP)		Tender advert	Appointment of Service provider for supply and delivery	Delivery note: 1 x Plastic Bag manufacturing machine purchased	N/A
9	Number of Plastic Packaging Machines purchased for ward 6 (Perdekop)	1 x Plastic Packaging Machines purchased for ward 6 (Perdekop)	Tender Advert Appointment letter Delivery note	(Refer to KPI no.6 LED High Level SDBIP)		Tender advert	Appointment of Service provider for supply and delivery	Delivery note: 1 x Plastic Packaging Machines purchased for ward 6 (Perdekop)	N/A

DEPARTMENT OF BUDGET AND TREASURY									
HIGH-LEVEL 2018/2019 SDBIP									
KPA 4: Municipal Financial Viability and Management									
STRATEGIC OBJECTIVE: TO PROVIDE SOUND FINANCIAL MANAGEMENT AND COMPLIANCE TO LEGISLATION									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
REVENUE									
1	Percentage of quarterly revenue collected and number of Quarterly Section 52 reports prepared	50%+ collection rate	Quarterly Section 52 reports. Payment rate reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		50%+ revenue to be collected per quarter.. Quarterly Section 52 report prepared.	50%+ revenue to be collected per quarter.. Quarterly Section 52 report prepared.	50%+ revenue to be collected per quarter.. Quarterly Section 52 report prepared.	50%+ revenue to be collected per quarter.. Quarterly Section 52 report prepared.
EXPENDITURE									
2	Percentage of Municipal Running Cost spent (Incl Debt Impairment and Depreciation)	100% of Municipal Running Cost spent	Section 71 report	(Various vote numbers)	R 118 000 000	25% spending per quarter	25% spending per quarter	25% spending per quarter	25% spending per quarter
3	Percentage of salaries spent	100% of salaries spent	Section 71 report	(Various vote numbers)	R 94 656 000	25% spending per quarter	25% spending per quarter	25% spending per quarter	25% spending per quarter
4	Percentage of Repairs and Maintenance spent	100% of Repairs and Maintenance costs spent	Section 71 report	(Various vote numbers)	R 18 722 000	25% spending per quarter	25% spending per quarter	25% spending per quarter	25% spending per quarter
5	Percentage spent of Contractual Services	100% of Contractual Services spent	Section 71 report	Vote 0050366300 (Contractual services)	R 16 062 000	25% spending per quarter	25% spending per quarter	25% spending per quarter	25% spending per quarter
SUPPLY CHAIN MANAGEMENT									
6	Number of quarterly reports submitted to Executive Mayor within 10 working days after the end of each quarter on the Supply Chain Management Activities	4 x quarterly reports on the Supply Chain Management Activities submitted within 10 working days after the end of each quarter	Report on SCM activities submitted to the Executive Mayor. MFMA SCM report.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x report on the SCM Activities submitted to Executive Mayor on quarter 4 within 10 working days after the end of the quarter	1 x report on the SCM Activities submitted to Executive Mayor on quarter 1 within 10 working days after the end of the quarter	1 x report on the SCM Activities submitted to Executive Mayor on quarter 2 within 10 working days after the end of the quarter	1 x report on the SCM Activities submitted to Executive Mayor on quarter 3 within 10 working days after the end of the quarter
7	Number of quarterly reports submitted to Council on the Deviations to the Supply Chain Management Policy	4 x quarterly reports on the Deviations to the Supply Chain Management Policy submitted to Council	Reports on the Deviations to the SCM policy - Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1X Report on the Deviations to the SCM Policy to Council on quarter 4	1X Report on the Deviations to the SCM Policy to Council on quarter 1	1X Report on the Deviations to the SCM Policy to Council on quarter 2	1X Report on the Deviations to the SCM Policy to Council on quarter 3

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
SUPPLY CHAIN MANAGEMENT									
8	Number of quarterly reports submitted to Council on Unauthorised, Irregular, Fruitless and Wasteful expenditure	4 x quarterly reports on Unauthorised, Irregular, Fruitless and Wasteful expenditure submitted	Register on Unauthorised, Irregular, Fruitless and Wasteful expenditure	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Quarterly report submitted to Council on Unauthorised, Irregular, Fruitless and Wasteful expenditure on quarter 4	Quarterly report submitted to Council on Unauthorised, Irregular, Fruitless and Wasteful expenditure on quarter 1	Quarterly report submitted to Council on Unauthorised, Irregular, Fruitless and Wasteful expenditure on quarter 2	Quarterly report submitted to Council on Unauthorised, Irregular, Fruitless and Wasteful expenditure on quarter 3
BUDGET / ASSETS AND TREASURY									
9	Number of Budget Process Plans approved	1 x Budget Process Plan for 2019/20 approved by Council	1 x approved budget process plan for 2019/20. Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Approval of 2019/20 Budget Process Plan by Council.	N/A	N/A	N/A
10	Number of DRAFT Capital- and Operational budgets for 2019/20 approved by 31 March 2019	1 x DRAFT Capital- and Operational budget for 2019/20 approved by 31 March 2019	Council resolution for approval of draft budget 90 days before the beginning of the new financial year	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Submission of 1 x draft Capital- and Operational budget for 2019/20 to Council for approval	Consultation with stakeholders on Draft Budget
11	Number of FINAL Capital- and Operational budgets for 2019/20 approved by 31 May 2019	1 x f FINAL Capital- and Operational budget for 2019/20 approved by 31 May 2019	Council resolution for approval of budget 30 days before the beginning of the new financial year	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Approval of final annual budget for 2019/20
12	Number of Adjustment budgets for 2018/19 submitted to relevant stakeholders 10 days after approval by Council	1 x adjustment budget for 2018/19 to be submitted 10 working days after approval by Council to Provincial- and National Treasury	Council Resolution. Confirmation of submission to Prov.- Nat. Treasury	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Tabling of Adjustment Budget for 2018/2019 to Council for approval	Submission to Prov.- and Nat. Treasury within 10 days after approval
13	Percentage of the Finance Management Grant spent	100% of the Finance Management Grant spent	Monthly reports to National Treasury i.o. FMG requirements	FMG GRANT	1 770	25% spending of the FMG per quarter	25% spending of the FMG per quarter	25% spending of the FMG per quarter	25% spending of the FMG per quarter

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
ADMINISTRATIVE SUPPORT									
14	Number of Audit action plans developed for 2017/2018	1 x Audit Action Plan developed	Approved Audit Action Plan. Minutes of Audit Committee Meetings	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	Develop the 2018/19 Audit Action Plan	Submission of Audit Action Plan to the Audit Committee	N/A
15	Number of Section 72 (Mid-year) reports tabled to Council by 31 January 2019	1 x Section 72 (Mid-year) report tabled to Council by 31 January 2019	Council resolution for submission of S72 report	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Prepare and submit 1 x Section 72 (Mid-year) report to council by 31 January 2019	N/A
16	Number of annual financial statements submitted to Auditor General by 31 August 2018	Submission of AFS to Auditor-General on 31 August 2018	Acknowledgement of submission to AG	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x 2017/18 Annual Financial Statement submitted to AG on 31 August 2018	N/A	N/A	N/A

DEPARTMENT OF BUDGET AND TREASURY

OPERATIONAL 2018/2019 SDBIP

KPA 4: Municipal Financial Viability and Management

STRATEGIC OBJECTIVE: TO PROVIDE SOUND FINANCIAL MANAGEMENT AND COMPLIANCE TO LEGISLATION

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
REVENUE									
1	Percentage of registered indigent households receiving free electricity per quarter	100% of registered indigent households receiving free electricity per quarter	Section 71 report. Reports to Portfolio	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of registered indigent households receiving free electricity per quarter	100% of registered indigent households receiving free electricity per quarter	100% of registered indigent households receiving free electricity per quarter	100% of registered indigent households receiving free electricity per quarter
2	Percentage of registered indigent households receiving free water per quarter	100% of registered indigent households receiving free water per quarter	Section 71 report. Reports to Portfolio	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of registered indigent households receiving free water per quarter	100% of registered indigent households receiving free water per quarter	100% of registered indigent households receiving free water per quarter	100% of registered indigent households receiving free water per quarter
3	Number of billing cycles done within 20 days after the end of each month	12 x billing cycles done on/before the 20th of each month	Billing Authorisation report	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x billing cycles done on/before the 20th of each month	3 x billing cycles done on/before the 20th of each month	3 x billing cycles done on/before the 20th of each month	3 x billing cycles done on/before the 20th of each month
4	Number of Bank Reconciliations prepared	12 x Bank Reconciliations prepared	Bank reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x Bank Reconciliations prepared	3 x Bank Reconciliations prepared	3 x Bank Reconciliations prepared	3 x Bank Reconciliations prepared
5	Number of Valuation roll/Billing system reconciliations prepared	12 x valuation roll/billing system Reconciliations prepared	Valuation roll/billing system reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x valuation roll/billing system Reconciliations prepared	3 x valuation roll/billing system Reconciliations prepared	3 x valuation roll/billing system Reconciliations prepared	3 x valuation roll/billing system Reconciliations prepared
6	Number of Indigent Register Reconciliations prepared	12 x Indigent Register reconciliations prepared	Indigent register reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x Indigent Register reconciliations prepared	3 x Indigent Register reconciliations prepared	3 x Indigent Register reconciliations prepared	3 x Indigent Register reconciliations prepared
7	Number of reconciliations prepared for Payment Agreements/Arrangements	12 x Reconciliations prepared for payment agreements / arrangements	Payment agreements / arrangements reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x Reconciliations prepared for payment agreements / arrangements	3 x Reconciliations prepared for payment agreements / arrangements	3 x Reconciliations prepared for payment agreements / arrangements	3 x Reconciliations prepared for payment agreements / arrangements
8	Number of Suspense Vote Reconciliations prepared	12 x suspense vote reconciliations prepared	Suspense vote reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x suspense vote reconciliations prepared	3 x suspense vote reconciliations prepared	3 x suspense vote reconciliations prepared	3 x suspense vote reconciliations prepared
9	Number of accounts with incorrect addressess followed up	200 x accounts with incorrect addressess followed up	Proof of accounts with wrong addresses followed up	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		50 x accounts with incorrect addressess followed up	50 x accounts with incorrect addressess followed up	50 x accounts with incorrect addressess followed up	50 x accounts with incorrect addressess followed up
10	Number of signed job descriptions submitted to AO	18 x signed job descriptions for Revenue section submitted to AO	18 x signed job descriptions for Revenue section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		18 x signed job descriptions for Revenue section submitted to AO	N/A	N/A	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
EXPENDITURE									
11	Average creditors payment period in days	Creditors to be paid within 30 days of receipt of invoice	Invoice register	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Payment of all accurate invoices within 30 days	Payment of all accurate invoices within 30 days	Payment of all accurate invoices within 30 days	Payment of all accurate invoices within 30 days
12	Number of payroll payments done on the 25th of each month	12 x salary pay-outs to be done on 25th of each month	Print out of payroll. Transfer print-out.	(Refer to KPI no.3 Dept. of Budget and Treasury - High Level SDBIP)		3 x Salary pay-outs done on 25th of each month.	3 x Salary pay-outs done on 25th of each month.	3 x Salary pay-outs done on 25th of each month.	3 x Salary pay-outs done on 25th of each month.
13	Number of Creditor's Reconciliations prepared	12 x Creditor's Reconciliation prepared	Creditor's Reconciliation	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x Creditor's Reconciliation prepared	3 x Creditor's Reconciliation prepared	3 x Creditor's Reconciliation prepared	3 x Creditor's Reconciliation prepared
14	Number of signed job descriptions submitted to AO	4 x signed job descriptions for Expenditure section submitted to AO	4 x signed job descriptions for Expenditure section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		4 x signed job descriptions for Expenditure section submitted to AO	N/A	N/A	N/A
SUPPLY CHAIN MANAGEMENT									
15	Number of quarterly inventory stock counts conducted	4 x stock counts conducted	Stock-taking reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x stock count conducted	1 x stock count conducted	1 x stock count conducted	1 x stock count conducted
16	Number of procurement plans drafted and approved	1 x Procurement plan approved for 2018/19 and 1 x procurement plan drafted for 2019/20	1 x draft Procurement plan and 1 x approved procurement plan	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Procurement plan for 2018/19 approved by Accounting Officer	N/A	N/A	1 x Draft Procurement Plan for 2019/20 drafted
17	Number of signed job descriptions submitted to AO	2 x signed job descriptions for Supply Chain Section submitted to AO	2 x signed job descriptions for Supply Chain Section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		2 x signed job descriptions for Supply Chain Section submitted to AO	N/A	N/A	N/A
BUDGET / ASSETS AND TREASURY									
18	Number of Section 71 reports submitted to the relevant stakeholders within 10 working days from the end of the month	1 x Section 71 reports submitted to Provincial- and National Treasury and the Executive Mayor within 10 working days from the end of the month	E-mail confirmations of Section 71 report submitted to Provincial- and National Treasury. Proof of submission to Executive Mayor	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 reports to Executive Mayor, Provincial- and National Treasury within 10 working days from the end of the month	3 reports to Executive Mayor, Provincial- and National Treasury within 10 working days from the end of the month	3 reports to Executive Mayor, Provincial- and National Treasury within 10 working days from the end of the month	3 reports to Executive Mayor, Provincial- and National Treasury within 10 working days from the end of the month
19	Number of monthly fixed asset reconciliations prepared	12 x fixed asset reconciliations prepared	Reconciliation print-out	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x reconciliations prepared on fixed asset additions	3 x reconciliations prepared on fixed asset additions	3 x reconciliations prepared on fixed asset additions	3 x reconciliations prepared on fixed asset additions

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
BUDGET / ASSETS AND TREASURY									
20	Number of DRAFT Capital- and Operational budgets for 2019/20 submitted to relevant stakeholders by within 10 days after Council approval	1 x DRAFT Capital- and Operational budget for 2019/20 submitted to Provincial- and National Treasury within 10 days after Council approval	Confirmation of submission to Prov.- Nat. Treasury.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	1 x Draft Budget to be submitted 10 working days after approval by Council to Provincial and National Treasury
21	Number of FINAL Capital- and Operational budgets for 2019/20 submitted to relevant stakeholders by within 10 days after Council approval	1 x f FINAL Capital- and Operational budget for 2019/20 submitted to Provincial- and National Treasury within 10 days after Council approval	Confirmation of submission to Prov.- Nat. Treasury.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	1 x Final Budget to be submitted 10 working days after approval by Council to Provincial and National Treasury
22	Number of signed job descriptions submitted to AO	2 x signed job descriptions for the Budget & Asset Management section submitted to AO	2 x signed job descriptions for the Budget & Asset Management section	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		2 x signed job descriptions for the Budget & Asset Management section submitted to AO	N/A	N/A	N/A
ADMINISTRATIVE SUPPORT									
23	Number of Section 72 (Mid-year) reports submitted to relevant stakeholders by the 25 January 2019	1 x Section 72 report submitted to Provincial- and national Treasury and the Executive Mayor by 25 January 2019	Section 72 (Mid-year) report. Proof of submission	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Preparation of 1 x Section 72 report. Tabling of Section 72 (Mid-year report) to Executive Mayor, National- and Provincial Treasury by 25 January 2018	N/A
24	Percentage of audit findings for 2016/17 implemented/completed	100% of audit findings for 2016/17 implemented /completed	Progress report on audit findings implemented/completed.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of outstanding audit findings for 2016/17 to be completed by all departments	N/A	N/A	N/A
25	Percentage of audit findings for 2017/18 implemented/completed by 30 June 2019 and number of reports submitted to the Audit Committee	80% of audit findings for 2017/18 implemented by 30 June 2019 and 1 x report submitted to the Audit committee	Progress report on findings implemented/completed. Report submitted to Audit Committee	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	48% of audit findings for 2017/18 to be implemented / completed (by ALL departments)	54% of audit findings for 2017/18 to be implemented / completed (by ALL departments)	80 % of audit findings for 2017/18 to be implemented / completed (ALL departments). 1 x Progress report on the implementation of the audit action plan to be submitted to the Audit Committee
26	Number of Annual Financial Statements compiled for 2018/19 and submission to AG , PT and NT on 31 August 2018	1 x set of Annual Financial Statements for 2018/19 compiled and submitted to AG, PT and NT on 31 August 2018	Annual Financial Statements for 2018/19 submitted to AG	(Refer to KPI no.5 Dept. of Budget and Treasury - High Level SDBIP)		Appointment of Consultant. Completion of AFS and submission to AG, PT and NT on or before 31/08/2018	N/A	N/A	N/A
27	Number of signed job descriptions submitted to AO	1 x signed job description for CFO submitted to AO	1 x signed job description for CFO	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x signed job description for CFO submitted to AO	N/A	N/A	N/A

DEPARTMENT OF THE MUNICIPAL MANAGER									
HIGH-LEVEL 2018/2019 SDBIP									
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY THROUGH PUBLIC PARTICIPATION AND PROMOTE GOOD GOVERNANCE.									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
INTEGRATED DEVELOPMENT PLAN (IDP)									
1	Number of IDP reviews approved by Council	1 x IDP document reviewed and approved by council	Council Resolution. Approved IDP	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Process plan approved and consultation on needs identification completed	Draft IDP	Draft IDP	1 x Approval of final IDP
2	Number of IMSP Quarterly Reports compiled	4 x Quarterly IMSP Reports submitted to Council	1 x Council Resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit 1 x Quarterly Report for Quarter 4 to Council	Submit 1 x Quarterly Report for Quarter 1 to Council	Submit 1 x Quarterly Report for Quarter 2 to Council	Submit 1 x Quarterly Report for Quarter 3 to Council
PERFORMANCE MANAGEMENT									
3	Number of SDBIP's revised for 2018/19	1 x SDBIP for 2018/19 revised	1 x revised SDBIP Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	1 x reviewed SDBIP to be approved by Council before the end of March 2019	N/A
4	Number of SDBIP's approved for 2019/20 and submission to relevant stakeholders	1 x SDBIP for 2019/20 developed and approved	Approved SDBIP for 2019/20. Letters of submission to COGTA and PT.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Approval of 1 x SDBIP for 2019/20 by the Executive Mayor within 28 days after the approval of the budget. Submission to COGTA and Provincial Treasury
5	Number of Quarterly Performance Management (SDBIP) reports to the Council	4 x quarterly SDBIP reports submitted to Council	4 x Quarterly reports submitted to Council.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Q4 report to Council	Q1 report to Council	Q2 report to Council	Q3 report to Council
6	Percentage of Senior Management's FORMAL Performance evaluations conducted bi-annually	100% of Senior Management's FORMAL Performance evaluations conducted bi-annually	Quarterly Scorecards for Q2 and Q4 for formal assessments done on Senior Managers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of Senior Management's FORMAL Performance evaluations conducted	N/A	100% of Senior Management's FORMAL Performance evaluations conducted	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
OFFICE OF THE MM									
7	Number of draft Annual Reports submitted to the Auditor General on 31/08/2018	1 x draft Annual Report drafted and submitted to AG	Draft Annual Report. Written confirmation of receipt from AG	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submit 1 x draft Annual Report to the AG on 31/08/2018	N/A	N/A	N/A
8	Number of Oversight Reports submitted to relevant stakeholders within 7 days after adoption by Council	1 x Oversight report submitted to PT, Legislature, AG and COGTA within 7 days after adoption by Council	4 x letters (sent off to PT, Legislature, AG and COGTA), 1 x Oversight Report	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Submission of 1 x adopted oversight report to Provincial Treasury, Legislature, Auditor General, Dept. of COGTA within 7 days after adoption by Council.
9	Number of Annual Reports for 2017/18 approved by Council (MSA S46 Report)	1 x Annual Report prepared and approved by Council	2017/2018 Annual Report approved by Council. Council resolution.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Co-ordination and consolidation of information for the 1 x Annual Report for 2017/18 from Departments	Draft 2017/2018 Annual Report	Re-submission of 1 x Annual Report for 2017/18, with comments from Oversight Committee and Community, to Council for adoption in MARCH.	N/A
FUNCTIONALITY OF WARD COMMITTEES									
10	Number of meetings held by Ward Committees	132 ward committee meetings held per annum	Minutes. Attendance register	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		33 x ward committee meetings held per quarter.	33 x ward committee meetings held per quarter.	33 x ward committee meetings held per quarter.	33 x ward committee meetings held per quarter.
11	Number of Policy- and By-law Committee meetings to be held	4 x Policy and By-laws meetings held per annum.	Minutes. Attendance registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Policy and By-laws meeting.	1 x Policy and By-laws meeting.	1 x Policy and By-laws meeting.	1 x Policy and By-laws meeting.
12	Number of LGNC Committee meetings to be held	4 x LGNC meetings held per annum.	Minutes. Attendance registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x LGNC Meeting	1 x LGNC Meeting	1 x LGNC Meeting	1 x LGNC Meeting
13	Number of MPAC Committee meetings to be held	4 x MPAC meetings held per annum.	Minutes. Attendance registers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x MPAC meeting	1 x MPAC meeting	1 x MPAC meeting	1 x MPAC meeting

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
COMMUNICATIONS									
14	Percentage of Presidential Hotline cases received and attended to	100% of cases received by communities and reported to the Presidential Hotline, attended to.	Report from the Presidency.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of Presidential Hotline issues attended to as raised by communities	100% of Presidential Hotline issues attended to as raised by communities	100% of Presidential Hotline issues attended to as raised by communities	100% of Presidential Hotline issues attended to as raised by communities
15	Number of progress reports on Presidential Hotline cases received submitted to Council	4 x reports on Presidential Hotline cases received, submitted to Council	4 x quarterly reports to Council. Council resolutions.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Quarter 4 report to Council on the cases received on the Presidential Hotline	1 x Quarter 1 report to Council on the cases received on the Presidential Hotline	1 x Quarter 2 report to Council on the cases received on the Presidential Hotline	1 x Quarter 3 report to Council on the cases received on the Presidential Hotline
TRANSVERSAL ISSUES/ HIV & SPORT									
16	Number of Mayoral Imbizo's held	6 x Mayoral Imbizo's held	Attendance register; Photo's	0001-362000	351 377	2 x Mayoral Imbizo's	1 x Mayoral Imbizo's	1 x Mayoral Imbizo's	2 x Mayoral Imbizo
17	Number of HIV/AIDS programmes implemented	6 x HIV/AIDS programmes implemented	Attendance registers; Photos	0001/365/0000	202 709	2 x HIV/AIDS programmes per quarter	1 x HIV/AIDS programme per quarter	2 x HIV/AIDS programme per quarter	1 x HIV/AIDS programme per quarter
18	Number of programmes implemented for Transversal issues	6 x programmes implemented for Transversal issues	Attendance registers; Photos	Refer to KPI no. 14. Dept. of MM. High Level SDBIP		2 x Transversal programmes per quarter	1 x Transversal programme per quarter	2 x Transversal programmes per quarter	1 x Transversal programme per quarter

DEPARTMENT OF THE MUNICIPAL MANAGER									
OPERATIONAL 2018/2019 SDBIP									
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY THROUGH PUBLIC PARTICIPATION AND PROMOTE GOOD GOVERNANCE.									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
INTEGRATED DEVELOPMENT PLAN (IDP)									
1	Number of IDP/Budget Public Participation meetings arranged	22 x meetings arranged for discussion of the IDP and Budget	Approved schedule. Advertisement of schedule. Attendance registers and Minutes	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Approval of schedule of public participation meetings.	11 x IDP/Budget public participation meetings (one meeting per ward)	11 x IDP/Budget public participation meetings (one meeting per ward)	N/A
INTERNAL AUDIT									
2	Number of Performance Audit Committee Meetings	4x Performance Audit Committee Meetings held	Minutes of Performance Audit and Committee Meetings and Attendance Register	0025/3675/00 (Risk & Audit)	251 095.00	1 x Performance Audit Committee Meeting per quarter	1x Performance Audit Committee Meeting per quarter	1 x Performance Audit Committee Meeting per quarter	1 x Performance Audit Committee Meeting per quarter
3	Number of Audit Committee Meetings	4x Audit Committee Meetings held	Minutes of Audit and Committee Meetings and Attendance Register	Refer to KPI no. 3. Dept. of MM. Operational SDBIP)		1 Audit Committee Meeting per quarter	1 Audit Committee Meeting per quarter	1 Audit Committee Meeting per quarter	1 Audit Committee Meeting per quarter
4	Number of Risk-based Audit plans approved	1 x Risk-based Audit Plan reviewed and approved by the Audit Committee	Approved Risk-based Audit Plan. Minutes of Audit Committee meetings	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Reviewal of 1 x Risk-based Audit Plan and approval by the Audit Committee	N/A	N/A	N/A
5	Number of Audits conducted as per the Risk-based Audit Plan	8 x Audit conducted as per the Risk-based Audit Plan	Approved Risk-based Audit Plan. Audits conducted	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		2 x audits conducted as per the Risk-based Audit Plan	2 x audits conducted as per the Risk-based Audit Plan	2 x audits conducted as per the Risk-based Audit Plan	2 x audits conducted as per the Risk-based Audit Plan
6	Number of reports on the implementation of the Risk-based Audit plan	4 x reports submitted to Audit Committee	Audit Committee Minutes. 4 x reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Quarterly report to Audit Committee on implementation of the Risk-based Audit Plan	Quarterly report to Audit Committee on implementation of the Risk-based Audit Plan	Quarterly report to Audit Committee on implementation of the Risk-based Audit Plan	Quarterly report to Audit Committee on implementation of the Risk-based Audit Plan
7	Number of signed job descriptions submitted to AO	1 x signed job description for Internal Audit unit submitted to AO	1 x signed job description for Internal Audit unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x signed job description for Internal Audit unit submitted to AO	N/A	N/A	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
RISK MANAGEMENT									
8	Number of Risk Management Committee Meetings	4x Risk Management committee Meetings held	Minutes of Risk Management Committee Meetings and Attendance Register	Refer to KPI no. 2. Dept. of MM. Operational SDBIP		1 Risk Management Committee Meeting per quarter	1 Risk Management Committee Meeting per quarter	1 Risk Management Committee Meeting per quarter	1 Risk Management Committee Meeting per quarter
9	Number of Risk Registers reviewed and approved	1 x Risk Register reviewed and approved	Minutes of Risk Management Committee meeting. Approved Risk Register	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Review of the Risk Register and submitted to the Risk Management Committee for approval.	N/A	N/A	N/A
10	Number of progress reports submitted on the implementation of the Risk Action Plan	20 x progress reports on the implementation of the Risk Action Plan submitted to the Risk Committee	Minutes of Risk Management Committee meetings.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Submission of 5 x progress reports on the implementation of the Risk Action Plan to the Risk Committee	Submission of 5 x progress reports on the implementation of the Risk Action Plan to the Risk Committee	Submission of 5 x progress reports on the implementation of the Risk Action Plan to the Risk Committee	Submission of 5 x progress reports on the implementation of the Risk Action Plan to the Risk Committee
11	Number of reports on the Risk Register	4 x reports on the Risk Register submitted	Minutes of Risk Management Committee and Audit Committee. Quarterly reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Quarter 4 report submitted to Risk Management Committee and Audit Committee	Quarter 1 report submitted to Risk Management Committee and Audit Committee	Quarter 2 report submitted to Risk Management Committee and Audit Committee	Quarter 3 report submitted to Risk Management Committee and Audit Committee
PERFORMANCE MANAGEMENT									
12	Number of SDBIP's revised for 2018/19	1 x SDBIP for 2018/19 revised	1 x revised SDBIP Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Reviewed SDBIP to be approved by Council before the end of March 2019	N/A
13	Number of SDBIP's approved for 2019/20 and submission to relevant stakeholders	1 x SDBIP for 2019/20 developed and approved	Approved SDBIP for 2019/20. Letters of submission to COGTA and PT.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Approval of the 2019/20 SDBIP by the Executive Mayor within 28 days after the approval of the budget. Submission to COGTA and Provincial Treasury
14	Percentage of Senior Management's INFORMAL Performance evaluations conducted quarterly	100% of Senior Management's INFORMAL Performance evaluations conducted quarterly	Quarterly Scorecards for <u>informal</u> assessments done on Senior Managers	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of Senior Management's INFORMAL Performance evaluations conducted	100% of Senior Management's INFORMAL Performance evaluations conducted	100% of Senior Management's INFORMAL Performance evaluations conducted	100% of Senior Management's INFORMAL Performance evaluations conducted

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
PERFORMANCE MANAGEMENT									
15	Date on which approved SDBIP (Quarter 1) and revised SDBIP (Quarter 3) is advertised	1 x advert placed <u>14 days</u> after approval of SDBIP (Quarter 1) and 1 x advert placed <u>14 days</u> after approval of the revised SDBIP (Quarter 3)	Advert of approved and revised SDBIP within 14 days after approval	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Advertise the approved SDBIP for 2018/2019 within 14 days after approval by the Executive Mayor [MFMA 53(3)(a)]	N/A	Advertise the revised SDBIP for 2018/2019 within 14 days after approval by Council	N/A
16	Number of Monthly Performance Management (SDBIP) reports to the Mayoral Committee	12 x monthly SDBIP reports submitted to the Mayoral Committee	Report to Mayoral Committee. 12 x monthly SDBIP reports	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x monthly reports to Mayoral Committee (June/July/Aug)	2 x monthly reports to Mayoral Committee (Sept/Oct)	4 x monthly reports to Mayoral Committee (Nov/Dec; Jan/Febr)	3 x monthly reports to Mayoral Committee (March/Apr/May)
OFFICE OF THE MM									
17	Number of draft Annual Reports for 2017/18 submitted to relevant stakeholders	1 x <u>draft</u> Annual Report for 2017/18 submitted to AG; PT; COGTA; Dept of Legislature.	4 x letters sending off the <u>draft Annual Report</u> to PT, Legislature, AG and COGTA.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Submission of <u>draft</u> Annual Report to AG; NT; PT; COGTA and Dept of Legislature in FEBRUARY	N/A
18	Number of Annual Reports approved by Council (MSA S46 Report)	1 x Annual Report for 2017/18 prepared and approved by Council	2017/2018 Annual Report approved by Council. Council resolution.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Co-ordination and consolidation of information for the Annual Report from Departments	Draft 2017/2018 Annual Report	Tabling of draft Annual Report to Council in JANUARY for noting and referral to Oversight Committee (MPAC). Publishing of Annual Report to invite comments from community. (newspaper). Re-submission of Annual Report, with comments from Oversight Committee and Community, to Council for adoption in MARCH.	N/A
19	Number of approved Annual Reports for 2017/18 submitted to relevant stakeholders within 7 days after adoption by Council	1 x <u>approved</u> annual report for 2017/18 submitted to AG; PT; COGTA and 25 x reports to Dept. of Legislature within 7 days after adoption by Council	4 x letters sending off the <u>approved Annual Report</u> to PT, Legislature, AG and COGTA.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	N/A	Submission of <u>adopted</u> Annual Report to AG; NT; PT; COGTA and Dept of Legislature within 7 days after adoption in <u>APRIL</u> .
20	Number of signed job descriptions submitted to AO	2 x signed job descriptions for Manager: Office of MM/PMS and Secretary of the MM submitted to AO	1 x signed job description for Manager: Office of MM/PMS and Secretary of the MM	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x signed job description for Manager: Office of MM/PMS and Secretary of the MM submitted to AO	N/A	N/A	N/A

No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote Number	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
FUNCTIONALITY OF WARD COMMITTEES									
21	Number of IDP/Budget Public Participation meetings arranged	22 x meetings arranged for discussion of the IDP and Budget	Approved schedule. Advertisement of schedule. Attendance registers and Minutes	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Approval of schedule of public participation meetings.	11 x IDP/Budget public participation meetings (one meeting per ward)	11 x IDP/Budget public participation meetings (one meeting per ward)	N/A
22	Number of Assessment Reports on Ward Committee Operational Plans received from COGTA	4 x Assessment Reports received from COGTA on Ward Operational Plans	Assessment report from COGTA	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Assessment Report received from COGTA on Ward Operational Plans	1 x Assessment Report received from COGTA on Ward Operational Plans	1 x Assessment Report received from COGTA on Ward Operational Plans	1 x Assessment Report received from COGTA on Ward Operational Plans
23	Number of signed job descriptions submitted to AO	3 x signed job descriptions for Office of the Speaker submitted to AO	3 x signed job descriptions for Office of the Speaker	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x signed job descriptions for Office of the Speaker submitted to AO	N/A	N/A	N/A
COMMUNICATIONS									
24	No. of calendars printed and distributed for the year 2019	2 000 x calendars printed and distributed for 2019	Printed calendars	0001-3625-0000	205 449	Getting quotations	Printing and distribution of 2000 x calendars	N/A	N/A
25	Number of Promotional Material purchased	10 x Flags; 4 x Welcome Boards ; 4 x Notice Boards	Quotations. Appointment letter of Service Provider. Purchase order. Delivery note	Refer to KPI no. 20. Dept. of MM. Operational SDBIP)		Quotations and appointment of Service Provider	Purchase order and delivery note for 10 x Flags; 4 x Welcome Boards ; 4 x Notice Boards	N/A	N/A
26	Number of Batho Pele workshops arranged	4 x Workshops arranged	Attendance registers for Workshops	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x Workshop i.t.o. Batho Pele	1 x Workshop i.t.o. Batho Pele	1 x Workshop i.t.o. Batho Pele	1 x Workshop i.t.o. Batho Pele
27	Number of signed job descriptions submitted to AO	1 x signed job description for Man: Communications submitted to AO	1 x signed job description for Man: Communications	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		1 x signed job description for Man: Communications submitted to AO	N/A	N/A	N/A
TRANSVERSAL ISSUES/ HIV & SPORT									
28	Number of signed job descriptions submitted to AO	5 x signed job descriptions for Office of the Executive Mayor and LED/IDP unit submitted to AO	5 x signed job descriptions for Office of the Executive Mayor and LED/IDP unit	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		5 x signed job descriptions for Office of the Executive Mayor and LED/IDP unit submitted to AO	N/A	N/A	N/A

DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES									
HIGH LEVEL 2018/2019 SDBIP									
KPA 6: SPATIAL PLANNING									
STRATEGIC OBJECTIVE: To ensure integrated rural and urban planning.									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote no:	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
TOWN PLANNING / HUMAN SETTLEMENT & BUILDINGS									
1	Number of informal settlements formalised	1 x Informal settlement formalised (Msholozzi Park, Ward 1)	Surveyor General plan approved.	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		Obtain approved SG diagram from Surveyor General's Office	N/A	N/A	N/A

DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES									
OPERATIONAL 2018/2019 SDBIP									
KPA 6: SPATIAL PLANNING									
STRATEGIC OBJECTIVE: To ensure integrated rural and urban planning.									
No.	Key Performance Indicator	2018/2019 Target	Portfolio of Evidence	Vote no:	Budget	Original Quarter 1 (JULY - SEPT)	Original Quarter 2 (OCT TO DEC)	Revised Quarter 3 (JAN - MARCH)	Revised Quarter 4 (APRIL - JUNE)
TOWN PLANNING / HUMAN SETTLEMENT & BUILDINGS									
1	Percentage of submitted Land Development applications and rezoning applications approved	100% of received Land Development applications and rezoning applications approved	Advert Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		100% of all Land Development applications and rezoning applications received in Quarter 4 approved	100% of all Land Development applications and rezoning applications received in Quarter 1 approved	100% of all Land Development applications and rezoning applications received in Quarter 2 approved	100% of all Land Development applications and rezoning applications received in Quarter 3 approved
2	Number of days taken to approve building plans	30 days taken to approve building plans which are 100% accurate	Building Plans Register Council resolution	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		30 days taken to approve building plans which are 100% accurate	30 days taken to approve building plans which are 100% accurate	30 days taken to approve building plans which are 100% accurate	30 days taken to approve building plans which are 100% accurate
3	Number of Service Providers appointed to review the Spatial Development Framework	1 x Service Provider appointed to review the Spatial Development Framework in 2019/20	Advert Appointment letter	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		N/A	N/A	Advert	Appointment of 1 x Service Provider to review SDF in 2019/20
4	Number of Land Use Management Schemes approved and gazetted	1 x Land Use Management Scheme approved and gazetted	Council resolution Gazette number	(Refer to KPI no.3 Spatial Planning - Operational SDBIP)		Consultation of draft LUMS with relevant stakeholders	Consultation of draft LUMS with relevant stakeholders	LUMS to Council to take note and submission to the Policy- and By-law Committee	LUMS submitted to Council for approval. Gazetting of Land Use Management Scheme
5	Number of signed job descriptions submitted to AO	3 x signed job descriptions for Town Planning and Human Settlements submitted to AO	3 x signed job descriptions for Town Planning and Human Settlements	(Refer to KPI no.2 Dept. of Budget and Treasury - High Level SDBIP)		3 x signed job descriptions for Town Planning and Human Settlements submitted to AO	N/A	N/A	N/A

DATE

MR P THWALA
MUNICIPAL MANAGER (Acting)

DATE

CLLR P V MALATSI
EXECUTIVE MAYOR